

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING	PAGE 1	OF PGS 1
2. CONTRACT (Proc. Inst. Ident.) NO. DTFA-02-01-D-03699		3. EFFECTIVE DATE 2/1/2001	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 00-03994		
5. ISSUED BY CODE FAA, AMT Acquisition Contracting Team (AMQ-310) 600 South MacArthur Boulevard, MPB Bldg, Rm. 321 O. Box 25082 Oklahoma City, OK 73125-4929		6. ADMINISTERED BY (If other than Item 5) CODE FAA, AMT Acquisition Contract Mgmt. Team (AMQ-340) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4929			

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) University of Oklahoma College of Continuing Education 1700 Asp Norman, Oklahoma 73072	8. DELIVERY AS REQUIRED <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)
	9. DISCOUNT FOR PROMPT PAYMENT NET 30

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN:	ITEM BLOCK 12.
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CODE	FACILITY CODE
11. SHIP TO/MARK FOR FAA/MM Aeronautical Center 6500 S. MacArthur Blvd, MPB Bldg, Rm. 321 Oklahoma City, OK 73125	12. PAYMENT WILL BE MADE BY: CODE FAA, Financial Operations Division (AMZ-100) P.O. Box 25710 Oklahoma City, OK 73125-4913 (405) 954-4304

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	14. ACCOUNTING AND APPROPRIATION DATA To be shown on delivery order(s) issued hereunder.
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15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
Accepted as to line item 1 (Task 1, 2, 3, 10, 11, 12, 13, 14, 20, 21, 22, and 30) inclusive, in Part I, Section B, Base Contract Year only, in accordance with Amendments 001 and 002 incorporated herein, and negotiations.					

Base contract period is February 2, 2001 thru January 31, 2002.

ction F, Paragraph F.1 has been revised to incorporate the revised period of performance and Paragraph F.3 has been deleted.

15G. TOTAL AMOUNT OF CONTRACT		\$9,244,405
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16. TABLE OF CONTENTS							
(X)	SEC	DESCRIPTION	PAGE(S)	(X)	SEC	DESCRIPTION	PAGE(S)
PART I -- THE SCHEDULE				PART II -- CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	21-36
X	B	SUPPLIES OR SERVICES AND PRICES/COST	2-6	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS/WORK STATEMENT	7	X	J	LIST OF ATTACHMENTS	37
X	D	PACKAGING AND MARKING	7	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	7	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	INCORPORATED
X	F	DELIVERIES OR PERFORMANCE	7-8		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	BY REF.
X	G	CONTRACT ADMINISTRATION DATA	8-9				
X	H	SPECIAL CONTRACT REQUIREMENTS	9-21		M	EVALUATION FACTORS FOR AWARD	REFERENCE

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 2 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18. <input type="checkbox"/> AWARD (Contractor is not required to sign this doc.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
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19A. NAME AND TITLE OF SIGNER (Type or print) James P. Pappas, Vice President Univ. Outreach	20A. NAME OF CONTRACTING OFFICER Joe D. Smith, Jr.
NAME OF CONTRACTOR <i>James P. Pappas</i> (Signature of person authorized to sign)	20B. UNITED STATES OF AMERICA BY <i>Joe D. Smith, Jr.</i> (Signature of Contracting Officer)
19C. DATE SIGNED 1/2/2001	20C. DATE SIGNED JAN 2 2001

AWARD CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING		PAGE 1		OF PGS 1			
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19A. NAME AND TITLE OF SIGNER (Type or print)					20A. NAME OF CONTRACTING OFFICER Joe D. Smith, Jr.						
19B. NAME OF CONTRACTOR BY _____ (Signature of person authorized to sign)					19C. DATE SIGNED		20B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)			20C. DATE SIGNED	

PART I - SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS
PRICING SCHEDULE

BASE YEAR

B.1 INSTRUCTIONAL SERVICES

The contractor shall provide personnel necessary to administer, manage, and furnish instruction of the work specifically defined in Attachment 2, Statement of Work (SOW) for Air Traffic Instructional Support Services.

Minimum guaranteed quantity: \$125,000**

Maximum order quantity: \$11,100,000

**Minimum guaranteed contract quantity. This is the "minimum" quantity that will be ordered under this contract. An order for this minimum quantity will be issued by the first workday of the Base Year performance period.

ESTIMATED REQUIREMENTS

	<u>ESTIMATED COST</u>	<u>BASE FEE</u>	<u>MAXIMUM AWARD FEE</u>	<u>TOTAL BASE YEAR</u>
1. TASKS:				
TASK 1	<u>\$271,000</u>	<u>\$0.00</u>	<u>\$5,782</u>	<u>\$276,782</u>
TASK 2	<u>\$1,301,636</u>	<u>\$0.00</u>	<u>\$28,304</u>	<u>\$1,329,940</u>
TASK 3	<u>\$430,120</u>	<u>\$0.00</u>	<u>\$9,616</u>	<u>\$439,736</u>
TASK 10	<u>\$721,301</u>	<u>\$0.00</u>	<u>\$16,693</u>	<u>\$737,994</u>
TASK 11	<u>\$1,223,281</u>	<u>\$0.00</u>	<u>\$28,514</u>	<u>\$1,251,795</u>
TASK 12	<u>\$1,042,548</u>	<u>\$0.00</u>	<u>\$24,166</u>	<u>\$1,066,714</u>
TASK 13	<u>\$1,033,082</u>	<u>\$0.00</u>	<u>\$23,878</u>	<u>\$1,056,960</u>
TASK 14	<u>\$671,297</u>	<u>\$0.00</u>	<u>\$15,732</u>	<u>\$687,030</u>
TASK 20	<u>\$290,589</u>	<u>\$0.00</u>	<u>\$6,598</u>	<u>\$297,186</u>
TASK 21	<u>\$415,912</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$415,912</u>
TASK 22	<u>\$927,568</u>	<u>\$0.00</u>	<u>\$13,967</u>	<u>\$941,535</u>
TASK 30	<u>\$726,094</u>	<u>\$0.00</u>	<u>\$16,726</u>	<u>\$742,821</u>
 TOTAL BASE YEAR COST	 <u>\$9,054,428</u>	 <u>\$0.00</u>	 <u>\$189,977</u>	 <u>\$9,244,405</u>

PART I - SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS
PRICING SCHEDULE (CONT)

1st OPTION YEAR

B.1 INSTRUCTIONAL SERVICES

The contractor shall provide personnel necessary to administer, manage, and furnish instruction of the work specifically defined in Attachment 2, Statement of Work (SOW) for Air Traffic Instructional Support Services.

<u>ESTIMATED REQUIREMENTS</u>				
	<u>ESTIMATED COST</u>	<u>BASE FEE</u>	<u>MAXIMUM AWARD FEE</u>	<u>TOTAL BASE YEAR</u>
1. TASKS:				
TASK 1	<u>\$281,018</u>	<u>\$0.00</u>	<u>\$5,997</u>	<u>\$287,015</u>
TASK 2	<u>\$1,535,272</u>	<u>\$0.00</u>	<u>\$33,497</u>	<u>\$1,568,769</u>
TASK 3	<u>\$230,061</u>	<u>\$0.00</u>	<u>\$4,847</u>	<u>\$234,908</u>
TASK 10	<u>\$745,925</u>	<u>\$0.00</u>	<u>\$17,311</u>	<u>\$763,236</u>
TASK 11	<u>\$1,264,961</u>	<u>\$0.00</u>	<u>\$29,569</u>	<u>\$1,294,531</u>
TASK 12	<u>\$1,073,506</u>	<u>\$0.00</u>	<u>\$25,061</u>	<u>\$1,098,568</u>
TASK 13	<u>\$1,071,255</u>	<u>\$0.00</u>	<u>\$24,925</u>	<u>\$1,096,180</u>
TASK 14	<u>\$799,103</u>	<u>\$0.00</u>	<u>\$18,769</u>	<u>\$817,873</u>
TASK 20	<u>\$328,336</u>	<u>\$0.00</u>	<u>\$7,481</u>	<u>\$335,817</u>
TASK 21	<u>\$453,464</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$453,464</u>
TASK 22	<u>\$934,230</u>	<u>\$0.00</u>	<u>\$12,892</u>	<u>\$947,122</u>
TASK 30	<u>\$770,936</u>	<u>\$0.00</u>	<u>\$17,843</u>	<u>\$788,779</u>
TOTAL 1 ST YEAR OPTION COST	<u>\$9,488,068</u>	<u>\$0.00</u>	<u>\$198,193</u>	<u>\$9,686,260</u>

PART I - SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS
PRICING SCHEDULE (CONT)

2ND OPTION YEAR

B.1 INSTRUCTIONAL SERVICES

The contractor shall provide personnel necessary to administer, manage, and furnish instruction of the work specifically defined in Attachment 2, Statement of Work (SOW) for Air Traffic Instructional Support Services.

<u>ESTIMATED REQUIREMENTS</u>				
	<u>ESTIMATED COST</u>	<u>BASE FEE</u>	<u>MAXIMUM AWARD FEE</u>	<u>TOTAL BASE YEAR</u>
1. TASKS:				
TASK 1	<u>\$291,414</u>	<u>\$0.00</u>	<u>\$6,220</u>	<u>\$297,634</u>
TASK 2	<u>\$1,757,141</u>	<u>\$0.00</u>	<u>\$38,483</u>	<u>\$1,795,624</u>
TASK 3	<u>\$237,560</u>	<u>\$0.00</u>	<u>\$5,027</u>	<u>\$242,587</u>
TASK 10	<u>\$771,969</u>	<u>\$0.00</u>	<u>\$17,954</u>	<u>\$789,922</u>
TASK 11	<u>\$1,309,150</u>	<u>\$0.00</u>	<u>\$30,667</u>	<u>\$1,339,817</u>
TASK 12	<u>\$1,210,430</u>	<u>\$0.00</u>	<u>\$28,296</u>	<u>\$1,238,726</u>
TASK 13	<u>\$1,092,673</u>	<u>\$0.00</u>	<u>\$25,470</u>	<u>\$1,118,143</u>
TASK 14	<u>\$977,405</u>	<u>\$0.00</u>	<u>\$23,020</u>	<u>\$1,000,425</u>
TASK 20	<u>\$435,480</u>	<u>\$0.00</u>	<u>\$9,992</u>	<u>\$445,471</u>
TASK 21	<u>\$532,108</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$532,108</u>
TASK 22	<u>\$1,088,797</u>	<u>\$0.00</u>	<u>\$13,371</u>	<u>\$1,102,168</u>
TASK 30	<u>\$801,765</u>	<u>\$0.00</u>	<u>\$18,615</u>	<u>\$820,380</u>
TOTAL 2 ND YEAR OPTION COST	<u>\$10,505,891</u>	<u>\$0.00</u>	<u>\$217,114</u>	<u>\$10,723,005</u>

PART I - SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS
PRICING SCHEDULE (CONT)

3RD OPTION YEAR

B.1 INSTRUCTIONAL SERVICES

The contractor shall provide personnel necessary to administer, manage, and furnish instruction of the work specifically defined in Attachment 2, Statement of Work (SOW) for Air Traffic Instructional Support Services.

<u>ESTIMATED REQUIREMENTS</u>				
	<u>ESTIMATED COST</u>	<u>BASE FEE</u>	<u>MAXIMUM AWARD FEE</u>	<u>TOTAL BASE YEAR</u>
1. TASKS:				
TASK 1	<u>\$302,158</u>	<u>\$0.00</u>	<u>\$6,450</u>	<u>\$308,608</u>
TASK 2	<u>\$1,838,216</u>	<u>\$0.00</u>	<u>\$40,416</u>	<u>\$1,878,632</u>
TASK 3	<u>\$475,355</u>	<u>\$0.00</u>	<u>\$10,725</u>	<u>\$486,080</u>
TASK 10	<u>\$798,948</u>	<u>\$0.00</u>	<u>\$18,619</u>	<u>\$817,567</u>
TASK 11	<u>\$1,354,839</u>	<u>\$0.00</u>	<u>\$31,802</u>	<u>\$1,386,641</u>
TASK 12	<u>\$1,304,195</u>	<u>\$0.00</u>	<u>\$30,573</u>	<u>\$1,334,767</u>
TASK 13	<u>\$1,130,717</u>	<u>\$0.00</u>	<u>\$26,414</u>	<u>\$1,157,130</u>
TASK 14	<u>\$1,018,050</u>	<u>\$0.00</u>	<u>\$24,030</u>	<u>\$1,042,080</u>
TASK 20	<u>\$418,891</u>	<u>\$0.00</u>	<u>\$9,638</u>	<u>\$428,529</u>
TASK 21	<u>\$682,565</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$682,565</u>
TASK 22	<u>\$1,137,394</u>	<u>\$0.00</u>	<u>\$13,865</u>	<u>\$1,151,258</u>
TASK 30	<u>\$829,778</u>	<u>\$0.00</u>	<u>\$19,306</u>	<u>\$849,085</u>
TOTAL 3 RD OPTION YEAR COST	<u>\$11,291,106</u>	<u>\$0.00</u>	<u>\$231,838</u>	<u>\$11,522,944</u>

PART I - SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS
PRICING SCHEDULE (CONT)

4TH OPTION YEAR

B.1 INSTRUCTIONAL SERVICES

The contractor shall provide personnel necessary to administer, manage, and furnish instruction of the work specifically defined in Attachment 2, Statement of Work (SOW) for Air Traffic Instructional Support Services.

<u>ESTIMATED REQUIREMENTS</u>				
	<u>ESTIMATED COST</u>	<u>BASE FEE</u>	<u>MAXIMUM AWARD FEE</u>	<u>TOTAL BASE YEAR</u>
1. TASKS:				
TASK 1	<u>\$313,309</u>	<u>\$0.00</u>	<u>\$6,689</u>	<u>\$319,998</u>
TASK 2	<u>\$2,190,411</u>	<u>\$0.00</u>	<u>\$48,335</u>	<u>\$2,238,745</u>
TASK 3	<u>\$261,892</u>	<u>\$0.00</u>	<u>\$5,610</u>	<u>\$267,502</u>
TASK 10	<u>\$828,917</u>	<u>\$0.00</u>	<u>\$19,310</u>	<u>\$848,226</u>
TASK 11	<u>\$1,405,836</u>	<u>\$0.00</u>	<u>\$32,980</u>	<u>\$1,438,816</u>
TASK 12	<u>\$1,373,549</u>	<u>\$0.00</u>	<u>\$32,094</u>	<u>\$1,405,643</u>
TASK 13	<u>\$1,168,413</u>	<u>\$0.00</u>	<u>\$27,188</u>	<u>\$1,195,601</u>
TASK 14	<u>\$1,127,467</u>	<u>\$0.00</u>	<u>\$26,513</u>	<u>\$1,153,980</u>
TASK 20	<u>\$418,916</u>	<u>\$0.00</u>	<u>\$9,645</u>	<u>\$428,561</u>
TASK 21	<u>\$747,496</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$747,496</u>
TASK 22	<u>\$1,269,495</u>	<u>\$0.00</u>	<u>\$14,379</u>	<u>\$1,283,874</u>
TASK 30	<u>\$866,419</u>	<u>\$0.00</u>	<u>\$20,214</u>	<u>\$886,633</u>
TOTAL 4 TH OPTION YEAR COST	<u>\$11,972,119</u>	<u>\$0.00</u>	<u>\$242,956</u>	<u>\$12,215,076</u>
TOTAL CONTRACT PRICE FOR BASE THROUGH 4 TH OPTION YEAR				<u>\$53,391,690</u>

PART I - SECTION C - DESCRIPTION/SPECS/WORK STATEMENT

The Statement of Work for this requirement is Attachment 1 as listed in PART III, Section J, List of Attachments.

PART I - SECTION D - PACKAGING AND MARKING

NOT APPLICABLE

PART I - SECTION E - INSPECTION AND ACCEPTANCE

NOTICE: The following provision and/or contract clauses pertinent to this section are hereby incorporated by reference in accordance with Section C, Clause 3.1.1.

3.10.4-4 INSPECTION OF SERVICES - BOTH FIXED-PRICE & COST REIMBURSEMENT
(APRIL 1996)

PART I - SECTION F - DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE AND DELIVERY.

(a) The contract provides for a basic period of performance, which will begin on February 1, 2001 and end on January 31, 2002. The basic period of performance is followed by four 1-year option periods to be exercised at the sole discretion of the Government. For purposes of issuing task orders hereunder, the contract continues for a period ending January 31, 2006, with the option of extending up to 6 months in accordance with AMS Clause 3.2.4-34, Option to Extend Services.

(b) The deliverables, referenced in the COR Contracts Guide, Appendix D of the SOW, shall be provided within the time periods indicated.

F.2 PLACE OF PERFORMANCE

All Air Traffic Training support services shall be accomplished at the Mike Monroney Aeronautical Center, FAA Academy, 6500 South MacArthur Blvd, Oklahoma City, OK 73169, except for such work as is specifically directed by the Contracting Officer to be performed at other locations.

F.3 TRANSITION AND PERIOD OF PERFORMANCE - DELETED

The transition period will convene at September 1, 2000 and end September 30, 2000. Its start date will be suitably adjusted so that in no case will it exceed 60 calendar days. The transition may be waived at the discretion of the Government. The period of performance will begin October 1, 2000 thru September 30, 2001. The base period is followed by four 1-year option periods to be exercised at the sole discretion of the Government.

F.4 AUTHORIZED PERFORMANCE (JAN 1997)

CLA.0168

The execution of a contract shall not constitute authority for the contractor to commence performance. Performance shall be ordered by the issuance of a formal delivery order by an authorized Contracting Officer of the Mike Monroney Aeronautical Center. Orders issued orally or by written telecommunications shall reference a formal delivery order number and shall be confirmed by issuance of the formal delivery order.

F.5 CHANGE TO INDIVIDUAL DELIVERY ORDER
SCHEDULE (JAN 1997)

CLA.1137

(a) The delivery schedule(s) of all delivery orders issued hereunder shall be established in accordance with the terms of the contract.

(b) In the event that the Contractor fails to deliver in accordance with the established delivery schedule(s) and if such failure is not due to an excusable delay as defined in the Default clause of this contract, the Government and the Contractor may at the Government's option, negotiate a revised delivery schedule(s) in exchange for adequate consideration to the Government. A contract modification will not be required, but the delivery order(s) shall be amended in writing accordingly.

(c) A delivery order change or amendment made pursuant to this clause shall not affect the delivery schedule(s) of any other delivery order(s) issued under this contract.

(d) This clause shall not limit the Government's rights under the Default clause.

NOTICE: The following provision and/or contract clauses pertinent to this section are hereby incorporated by reference in accordance with Section C, Clause 3.1.1.

3.10.1-9 STOP-WORK ORDER (OCTOBER 1996)
3.10.1-11 GOVERNMENT DELAY OF WORK (APRIL 1996)
3.10.1-24 NOTICE OF DELAY (NOVEMBER 1997)

PART I - SECTION G - CONTRACT ADMINISTRATION DATA

G.1 OPTION TO EXTEND SERVICES (JAN 1997)

CLA.0116

The Government may unilaterally exercise its option to extend the term of the contract for performance of specified services pursuant to Section I, AMS Clause 3.2.4-34, Option to Extend Services, by written notice to the contractor not later than the expiration date of the current contract period.

G.2 INVOICING PROCEDURES - GENERAL (JUL 1997)

CLA.0135r

(a) In addition to the requirements set forth at AMS Clause 3.3.1-17, Prompt Payment, for the submission of a proper invoice, the contractor shall submit a separate invoice for each month of performance of services, as follows:

- (1) The original to: FAA, Mike Monroney Aeronautical Center
Financial Operations Division, AMZ-100
P.O. Box 25710
Oklahoma City, OK 73125-4913
- (2) Two copies to: FAA, Mike Monroney Aeronautical Center
Air Traffic Division, AMA-500
P.O. Box 25082
Oklahoma City, OK 73125
- (3) One copy to: FAA, Mike Monroney Aeronautical Center
Aviation, Medical & Training Division, AMQ-340
P.O. Box 25082
Oklahoma City, OK 73125

- (b) Each invoice shall highlight the following information:
- (1) Contract number and applicable Delivery Order number.
 - (2) Noun description of services and/or supplies, including applicable line item number(s) and quantity(s) that were provided.
 - (3) Extended totals for invoiced quantities.

G.3 ACCOUNTING AND APPROPRIATION DATA (JAN 1997)

CLA.0502

Accounting and appropriation data will be set forth on individual delivery orders issued hereunder.

PART I - SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 TASK ORDER PROCESSING

(a) Task/delivery orders will be issued in order of priority, which may be periodically updated. Concurrent accomplishment of more than one task at a time may be required. The contractor shall perform the tasks in the priority order unless written approval is received from the Contracting Officer's Representative (COR) to deviate from the priority order.

(b) Task/delivery orders will be issued upon completion of the following sequence of actions.

(1) The Contracting Officer issues a request for task proposal, with a copy of the Task Description Sheet attached.

(2) The contractor submits a task proposal to the Contracting Officer including:

- (i) A milestone schedule.
- (ii) Proposed completion or delivery date.
- (iii) A breakdown of the proposed costs by category of discipline/skill.
- (iv) Proposed travel costs, if applicable.

(3) Each task will be negotiated. Following the completion of negotiations, the contractor will submit his best and final offer. If the Government accepts the contractor's best and final offer, a task order will be issued. The Government will notify the contractor if the Government does not accept the contractor's best and final offer.

(4) The task/delivery order will be signed, dated, and issued by the Contracting Officer. Each task/delivery order will contain the following information:

- (i) An appropriate delivery order number and a reference to this contract number.
- (ii) A description of the services to be performed presented in a Task Work Statement format.
- (iii) Any special requirements relating to the specific task to be performed.
- (iv) Period of performance.
- (v) Ceiling price.

(c) Task/delivery orders may be issued under this contract by the Contracting Officer at any time within the term of this contract or any extension under the option clause.

(d) Whenever, in the opinion of the Contracting Officer, the need for services is compelling and of unusual urgency, the Contracting Officer may issue a task/delivery order, with a copy of the Task Description Sheet attached, directing the contractor to proceed with performance of the work specified. Such task/delivery order will specify a ceiling price. The contractor will proceed with performance of the work required by the task/delivery order. The contractor will submit a task proposal within 20 calendar days from the date of receipt of the task/delivery order. Following receipt of the contractor's task proposal, negotiations if required will be conducted to establish a new ceiling price.

(e) Any task/delivery order issued during the term of this contract, and not completed within that term, shall be completed by the contractor within the time specified in the task/delivery order. The rights and obligations of the contractor and the Government respecting that task/delivery order shall be governed by the terms of this contract as fully and to the same extent as if completed during the effective term of this contract.

(f) Notwithstanding the provisions of AMS clause 3.2.4-20, entitled "INDEFINITE QUANTITY, (JUL 1996)" if the Government and the contractor fail to agree on pricing for a task the Government may award that task to another source.

H.2 SUPERVISION

The contractor will designate, when required by task orders issued under this contract, one or more supervisors to be located on-site within the FAA Academy, or on-site at each location where supplemental Academy training is to be conducted. Contract supervisors will provide day-to-day supervision of contract instructors, including, but not limited to, work assignments, leave, payroll records, etc. Contract supervisors will coordinate task assignments with the designated Contracting Officer's technical Representative. At no time will contract employees be supervised by Government personnel.

H.3 OFFICE SPACE

The FAA will furnish office space at the Mike Monroney Aeronautical Center for conducting business as it relates to the performance under this contract in accordance with the SOW.

H.4 DISCRIMINATION/COMPLAINTS AND EMPLOYEE APPEALS

The contractor agrees that it will take the necessary action to insure that its employees including all subcontractors' employees cooperate fully with the Federal Aviation Administration (FAA) in regard to any personnel action or discrimination complaints involving students or former students of the FAA Academy. This would include cooperation in the preparation for and participation in discrimination complaint investigation and/or hearing and in any hearing before the Merit System Protection Board, and/or Equal Employment Opportunity Commission.

H.5 TRANSITION

(a) This contract contains transition requirements, which must be accomplished in accordance with the SOW.

(b) The contractor's transition plan shall include a provision for the contractor to receive, during the transition period, all work in process which cannot be completed by the incumbent contractor prior to contract start-up and work which can be postponed. This action is to enable the contractor to plan, estimate, and obtain the resources required to perform the work.

(c) All material and equipment inventories shall be conducted during the transition period. Any discrepancies in inventory will be resolved within 10 calendar days of commencement of services.

(d) The contractor shall not assume that incumbent contractor employees will be available to guide, direct, or specifically orient each contractor employee. The contractor shall cooperate with the incumbent contractor during the transition period and shall conform to the transition plan developed by the contractor and approved by the Government.

(e) During the transition period, the contractor shall provide for contingency services required or caused by a work disruption or stoppage by the incumbent contractor.

H.6 POST-AWARD CONFERENCE

(a) A Post-Award Conference with the successful contractor is required and will be held as soon as possible after award of the contract. The conference will be held at the Mike Monroney Aeronautical Center, Oklahoma City, Oklahoma.

(b) The contractor will be given three working days notice prior to the date of the conference by the Contracting Officer.

H.7 CONTRACTOR CHANGEOVER (FOLLOW-ON CONTRACT)

The Government reserves the right to conduct site visits in all contractor-operated facilities in conjunction with any future solicitation for a follow-on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent contractor shall cooperate to the extent required to permit an orderly changeover to the successor contractor. With regard to the successor contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

H.8 CONTRACTOR ACQUIRED AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE) AND
AUTOMATIC DATA PROCESSING (ADP) SERVICES

In accordance with Federal Information Resources Management Regulation (FIRMR) 201-24-204, the contractor is required to identify and document the quantity and specific make and model of any ADPE acquired under the contract. Further, for any leased ADPE, where the FAA will absorb the total lease cost, the contractor shall include a provision in any lease contract that the FAA will have the right to exercise any purchase option and realize any other benefits earned through lease payments. When less than 100 percent of the cost of ADPE is absorbed by the FAA, the contractor agrees to provide to the FAA the right to realize accrued purchase option credits if the contractor elects not to exercise the purchase option. The contractor agrees to provide the FAA at least a 60 day advance notice of a determination to terminate any ADPE lease.

H.9 TRAVEL COSTS

The FAA will reimburse the contractor for travel costs in accordance with the SOW.

H.10 QUALIFICATION OF EMPLOYEES

(a) The contractor is responsible for identifying and providing qualified and acceptable personnel in performance of the contract. To meet this requirement, the contractor shall perform routine employee screening prior to employees actually commencing work at the Mike Monroney Aeronautical Center or other Federal Aviation Administration (FAA) facility designated by the contract. This screening shall at a minimum consist of:

(1) The contractor shall obtain a criminal history of the prospective employee from the appropriate state authority. In Oklahoma, criminal histories may be obtained by submitting a Criminal History Information Request to the Oklahoma State Bureau of Investigation (OSBI), Criminal History Reporting, 6600 North Harvey, Building 6, Suite 140, Oklahoma City, OK 73116. If the prospective employee's prior history is outside Oklahoma, an equivalent record shall be obtained from the appropriate state authority. Payment of any fees charged for such criminal histories shall be the responsibility of the contractor.

(2) Contractor shall contact prospective employee's previous employer for employment history.

(3) When specific experience/educational requirements are required to perform a task, the contractor shall verify the prospective employee's claims to having the required experience or educational qualifications.

(b) As a result of the screening above, any prospective employee that is found to have a history of unacceptable behavior (see Adjudicative Standards, Section J, Attachment 3) within the nine (9) years prior to beginning performance under this contract shall not be allowed to work on any FAA facility.

(1) Screening is not an "excusable delay" as described in the "Default" clause of this contract.

(c) The Contractor shall retain documentation that the above screening has been accomplished prior to contractor's employees starting performance on site and that the employees have been found to have no unacceptable history. The contractor will make available for FAA review, within 10 working days of written request, its documentation supporting accomplishment of pre-employment screening done on each employee scheduled for performance on FAA facilities. If a contractor employee is later found to be unacceptable after a FAA background investigation, and it is found that the above required

screening was not accomplished, the contractor shall be held responsible for the cost of doing a second FAA background investigation to refill the position. The cost of additional FAA background investigations in this case may be deducted from requests for payment under the contract.

(d) The FAA may waive the above-required screening if:

(1) the contractor employee has had a FAA background investigation within the previous five years with uninterrupted employment and performance on a FAA facility with record of acceptable behavior.

(2) the contractor employee has had a FAA background investigation within the previous 12 months with interrupted employment and performance on a FAA facility with record of acceptable behavior.

(e) The contractor may request in writing to the Contracting Officer (CO) a review of a specific employee's history by FAA Security if the employee is found unacceptable under paragraph (b) above. Contractor employee shall not start performance on site until a statement of qualification review approved by the FAA Security Element responsible for the contract work site is provided to the CO or designated representative.

(f) Notwithstanding the diligent effort on the part of the contractor to provide qualified and acceptable employees for performance of the contract, the CO may, by written notice, require removal from contract work those employees who have been deemed incompetent, careless, dangerous, unsuitable or otherwise objectionable, those employees determined in violation of Voluntary Separation Incentive Program (a Federal Retirement Buyout Program), or whose continued presence on Government property is deemed contrary to the public interest or inconsistent with actual or apparent Government policies. The Contractor shall fill out, and cause each of its employees on the contract to fill out, for submission to the Government, such forms as may be necessary for security or other reasons relating to qualifications and suitability for contract work. Upon request of the CO, the Contractor's employees shall be fingerprinted.

H.11 NOTIFICATION OF CRIMINAL ACTIVITY BY
CONTRACT EMPLOYEE (JAN 1997)

CLA.0069

Upon learning that a contract employee has been charged by a law enforcement agency for any offense other than minor traffic offense, the contractor shall be required to provide written notification within one workday to the Contracting Officer. The Contracting Officer shall then notify AMC-700 in writing. A traffic offense will be considered minor when the maximum fine that could be imposed is \$300 or less.

H.12 SAFETY AND HEALTH (JAN 1997)

CLA.0090

(a) The Contractor shall ensure that no person employed on this contract works in surroundings or under conditions that are unsanitary, hazardous, or dangerous to their health or safety. The contractor shall also ensure that all employees received appropriate and required safety, health, environmental, and equipment operational training. In fulfilling these requirements, the Contractor shall comply with:

(1) Department of Labor Safety and Health Standards for Construction under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq. and CFR 1960).

(2) Occupational Safety and Health Act of 1970, (Public Law 91-598 and 29 CFR 1960) and applicable rules and regulations as may have been delegated to the States.

(3) Supplemental FAA safety and health requirements contained in FAA Order 3900.19A and Order AC3900.21E, Chg. 1, or elsewhere in the contract. Other standards used by FAA include the National Fire Codes, American National Standards Institute, American Society of Testing and Materials (ASTM), AC 3940.1C (Procedures for handling injury, illness, or fire at the Mike Monroney Aeronautical Center), etc. This list of standards or laws is not inclusive. Other safety and health FAA regulations can be found in the 3900 classification series entitled, "Employee Health and Safety." Other environmental FAA regulations can be found in the 1000 classification series entitled, "Administration, Management, and Policies -- General."

(b) If there are conflicts between any of the requirements referenced in this contract, the more stringent requirement will prevail.

(c) If the Contractor fails or refuses to promptly comply with any safety or health requirement, the Contracting Officer's Technical Representative (COTR) will notify the Contractor of any such noncompliance and the Contractor shall take immediate corrective action. Such notice, whether oral or written, when served on the Contractor or any of its employees at the site of the work, shall be deemed sufficient. If the Contractor fails or refuses to promptly correct the condition, the COTR may stop all or any portion of the work. When satisfactory corrective action has been taken, the contractor shall request permission to resume work from the COTR. No time extension or additional costs, resulting from the directive to stop work shall be allowed. Failure of the COTR to provide notice of noncompliance or to stop work shall not relieve the Contractor of its responsibility for the safe performance of the work.

(d) The Contractor shall require contract personnel to wear personal protective equipment when it is necessary because of the hazards on the job and in most instances will provide the equipment, except that which has been specified to be furnished by FAA. All personal protective equipment worn by contractors shall be equal to or exceed the level of protection provided to Government employees.

(e) Contractors shall include a clause in all subcontracts to require subcontractors to comply with this clause.

H.13 CONTRACT SHUTDOWN PROCEDURES PENDING
APPROPRIATIONS FOR NEW FISCAL YEAR (JAN 1997)

CLA.1051

(a) In the event no continuing resolution or permanent appropriation is in place at the outset of the new fiscal year (FY), contractor employees are expected to report for their assigned duties the first workday of that new FY. Absent an appropriation, contract services that are determined by the Government to be non-essential will be shutdown as soon as practical. To implement the shutdown, the Contracting Officer may require the contractor to stop all, or any part, of the work called for under the contract pursuant to AMS clause 3.10.1-9, Stop-Work Order.

(b) This clause does not limit the Government's rights provided by AMS 3.10.6-4, Default, or AMS 3.10.6-1, Termination for Convenience of the Government, clause of the contract.

H.14 AERONAUTICAL CENTER REGULATIONS (JAN 1997)

CLA.3402

Contractor personnel, including employees of subcontractors, suppliers, etc., working or visiting the worksite, shall abide by all appropriate traffic, parking, security, and airport regulations in effect at the Mike Monroney Aeronautical Center/Will Rogers World Airport.

H.15 GOVERNMENT-ISSUED KEYS/IDENTIFICATION BADGES
AND VEHICLE DECALS (APRIL 1998)

CLA.3403

(a) It may become necessary for the Government to issue keys, identification (ID) cards or vehicle decals to contractor personnel. Prior to or upon completion or termination of the work required hereunder, the contractor shall return all such government issued items to the issuing office with notification to the Contracting Officer Representative (COR).

When contract employees who have been issued such items, either directly by the Government or through the contract supervisor, no longer require them to perform the work, the Government issued items shall be returned to the Government within three workdays. Additionally, unauthorized duplication or use of such keys, ID cards or decals is a violation of security procedures and is prohibited.

(b) In the event such keys, ID cards, or vehicle decals are not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold \$200 for each key, ID card, or vehicle decal not returned. If the keys, ID cards, or vehicle decals are not returned within 30 calendar days from the date the withholding action was initiated, any amount so withheld will be forfeited by the contractor.

(c) Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flightline identification card and, for vehicles, a current ramp permit issued pursuant to Part 107 of the Federal Aviation Regulations.

(d) The Government retains the right to inspect, inventory, or audit the ID cards, keys, vehicle decals and RUSCARDS issued to the contractor in connection with the contract at the convenience of the Government. Any items not accounted for to the satisfaction of the Government shall be assumed to be lost and the provisions of paragraph (b) shall apply.

(e) Keys shall be obtained from the COR who will require the contractor to sign a receipt for each key obtained. Lost keys or identification media shall immediately be reported concurrently to the Contracting Officer (CO), COR, the Civil Aviation Security Division, AMC-700 and the Office of Facility Management, AMP-300. RUSCARD keys shall be handled in the same manner as metal keys.

(f) Each contract employee, during all times of on-site performance at the Mike Monroney Aeronautical Center, shall prominently display his/her identification card. Such ID card shall be in an unexpired state, unless waived by AMC-700.

(1) Arrangements for ID card preparation, including photographs and laminating, can be made by contacting the Aeronautical Center guards at (405) 954-4620. The Aeronautical Center guard office is located in Room 151 of Headquarters Building.

(2) To obtain the ID card each employee shall submit an Identification Card/Credential Application, (DOT 1681), signed by the employee and authorized by the CO or the COR. The DOT 1681 should be submitted at the same time the personnel security investigation paperwork required by Clause 0088, Security Investigation of Contractor Personnel is submitted. These forms should be submitted to the Aeronautical Center guards in Headquarters Building, Room 151. The DOT 1681 shall contain, as a minimum, under the "Credential Justification" heading, the name of the contractor/company, the contract number or the appropriate acquisition identification number, the expiration date of the contract or the task (whichever is sooner), and the required signatures.

(3) The contractor's project manager shall receive and sign for each ID card issued on the reverse of the DOT 1681. The DOT 1681 will be retained by the Government for accountability purposes.

(g) The contractor is responsible for ensuring final clearance is accomplished for all departing contract employees. Final clearance will be accomplished by close of business the final workday of the contract employee or the next day under special conditions. Aeronautical Center Form AC 3370-2,

Contract Employee Clearance Form will be completed by the contractor and copies will be distributed to the COR, CO, and AMC-700 after completion.

H.16 CONTRACT PERFORMANCE WITH FORMER GOVERNMENT EMPLOYEES (JUN 1998) CLA.4527

(a) After contract award or the effective date this clause is incorporated into the contract by modification, the Contractor agrees not to allow any former Government employee, who separated from Government service with Variable Separation Incentive Payments (VSIP), to perform work on this contract before receipt of non-objection by the Contracting Officer.

(b) The contractor shall notify the Contracting Officer in advance of any proposed work or change in work to be done under this contract by a former government "buyout" employee. Such written notification shall include:

- (1) Employee's full name and date of separation from Government service,
 - (2) Name and location of former Government agency of employment, and
 - (3) Either evidence of any one of the following;
 - (i) repayment of the separation incentive or a court approved settlement, or
 - (ii) a waiver of repayment granted under authority of the statute(s) or
 - (iii) that five years have lapsed since separation from government service; or
 - (4) Proposed job title, work location and "a detailed statement of work to be performed by the former employee" under the contract
- (c) No government delay or work suspension will be permitted or allowed pending completion of FAA determinations to utilize any former government employee identified under this clause.

H.17 AGREEMENT TO PARTICIPATE IN ALTERNATIVE DISPUTE RESOLUTION (APRIL 1998) CLA.4540

(a) The Federal Aviation Administration encourages direct communications and negotiations between the contractor and the contracting officer in an attempt to resolve contract disputes. In those situations where the parties are not able to achieve resolution at the contracting officer level, the agency favors the use of alternative dispute resolution (ADR) techniques to resolve disputes.

(b) The parties hereby agree that, prior to referring a contract dispute to the Office of Disputes Resolution as described in contract clause 3.9.1-1 "Contract Disputes", the parties will discuss whether they are willing to utilize ADR techniques such as mediation or nonbinding evaluation of the dispute by a neutral party. Upon receipt of a contract dispute from the contractor, the contracting officer will explore with the contractor whether the use of ADR techniques would be appropriate to resolve the dispute. Both parties must agree that the use of such techniques is appropriate, and agree to fairly share the associated expenses. If the parties do not mutually agree to utilize ADR to resolve the dispute, the dispute will be processed in accordance with the procedures set forth in clause 3.9.1-1.

H.18 DIRECT LABOR RATE CEILINGS

(a) The purpose of this clause is to allow the contractor to manage and control labor cost while limiting costs to an averaged no more than the labor rates, which were negotiated. The parties agree that such rates represent

adequate compensation to attract the competence levels in each position title necessary for successful contract performance.

(b) The rate proposed by the contractor and agreed to by the Government for each Position Title (reference Section L) is the maximum allowable average labor rate ceiling for that respective labor position title on the contract. Offeror must provide rates for all contract periods and all labor position titles.

(c) The average hourly ceiling rate amount shall be computed based on total direct salary cost paid for the specific labor classification divided by total direct labor hours used for that position title. The contractor is to insert the average maximum allowable hourly labor rates by position title for each contract period. These rates are maximum ceiling direct labor costs that the Government will reimburse the contractor irrespective of the actual costs incurred by the contractor and must be included in calculations of the average rates. (See sample below)

(d) The contractor shall include a clause substantially the same as this in any subcontract for labor awarded for work under this contract. Wage rates paid to all subcontractor employees performing in the required labor categories are covered by this clause.

Direct labor rate ceilings are computed for the final bill of the FAA fiscal year as total direct labor cost for a category divided by the total number of hours billed in that category over all invoices in the fiscal year.

EXAMPLE 1

This example assumes a negotiated ceiling labor rate of \$19.50/hr for Skill I, taken from a separate listing of such rates;

<u>Labor Category</u>	<u>Actual Labor Rate Paid</u>	<u>Hours Worked</u>	<u>Total Labor Dollars</u>
Contract Skill I	Employee A - \$22.00	1,980	\$43,560.00
Maximum negotiated	Employee B - \$20.00	1,980	39,600.00
ceiling labor rate	Employee C - \$19.00	2,000	38,000.00
<u>\$19.50</u>	Employee D - \$19.50	<u>1,750</u>	<u>34,125.00</u>
Cumulative Total		<u>7,710</u>	<u>\$155,285.00</u>

Cumulative Annual Weighted Average:	\$155,285.00 / 7,710 hours = \$20.14
Max Negotiated labor rate	<u>-19.50</u>
	Over Ceiling \$ 0.64

The actual average rate has exceeded the maximum ceiling rate that was negotiated. As a result, the \$0.64 X 7,710 hours = \$4,934.40 is an unallowable cost and is not payable by the Government in accordance with Section I, AMS Clause 3.2.4-5 "Allowable Cost and Payment (October 1996)". This is evidence that cost control measures by the contractor are not working - Negative effect on Award Fee.

EXAMPLE 2

This example assumes a negotiated ceiling labor rate of \$18.75/hr for Skill I, taken from a separate listing of such rates;

<u>POSITION TITLE</u>	<u>Actual Labor Rate Paid</u>	<u>Hours Worked</u>	<u>Total Labor Dollars</u>
Contract Skill II	Employee G - \$18.00	1,980	\$35,640.00
Max ceiling rate is	Employee H - \$19.25	1,980	38,115.00
<u>\$18.75/hour</u>	Employee J - \$18.50	<u>2,000</u>	<u>37,000.00</u>
Cumulative Total		5,960	\$110,755.00
Cumulative Weighted Average		\$110,755/ 5,960 hours = \$18.58	
Max Negotiated labor rate		<u>\$18.75</u>	
		Under Ceiling (\$ 0.17)	

Cost have been kept below the maximum negotiated ceiling rate of \$18.75 per hour. This is evidence that cost control measure by the contract are working - Positive effect on Award Fee.

H.19 INDIRECT COST RATES CEILINGS

(a) Notwithstanding the provisions of AMS Clause 3.2.4-5, Allowable Cost and Payment, the FAA will reimburse the contractor, limited to the indirect cost rates and ceilings identified and agreed to in accordance with Section L, Paragraph L., for final indirect cost rates as determined in accordance with the Acquisition Management System (AMS). All rates shall be computed and applied on a basis consistent with the indirect cost rates at the time of contract award.

3.13-6 SECURITY REQUIREMENTS (FEBRUARY 2000) (REVISED)

(a) This clause applies to the extent that this contract requires contractor employees, subcontractors, or consultants to have access to: (1) FAA facilities, (2) classified information, (3) sensitive information, and/or resources regardless of the location where such access occurs.

(b) Consistent with FAA Security Policy, the FAA Servicing Security Element (SSE) has designated risk levels for all support positions under this contract as either a Level 1 or 5. Specific information for each labor category is located in the SOW, Appendix E, Contracts Support Position Description.

(c) Not later than 30 calendar days after contract award (or date of modification, if this provision is included by modification to an existing contract), for each employee in a listed position, the contractor shall submit the following documentation to the SSE for an employment suitability determination:

(1) Standard Form (SF) 85P, Questionnaire for Public Trust Positions, revised September 1995. The SF 85P shall be completed (all questions answered) in accordance with the instruction sheet.

(2) One single sheet fingerprint chart (FD-258). Fingerprinting facilities are available through the SSE and local police department. All fingerprint charts shall be written in ink or typewritten with all answerable question blocks completed, and shall be signed and dated within the 60 day period preceding the submission.

(d) The type of investigation conducted will be determined by the position risk level designation for all duties, functions, and/or tasks performed and shall serve as the basis for granting a favorable employment suitability authorization as described in Appendix 9 of FAA Order 1600.1D. If an employee has had a previous background investigation completed by a federal Government entity, which meets the requirements of Chapter 7 of FAA Order 1600.1D, it shall be accepted by the FAA, however, the FAA reserves the right to conduct further investigations, if necessary. For each employee for which a previous background investigation was completed the Contractor shall provide, in writing to the SSE, the name, date of birth and social security number of the employee as well as the name of the investigating entity and approximate date the previous background investigation was completed.

(1) The contractor shall submit the required information with a transmittal letter referencing the contract number and this request to:

(i) Headquarters Contracts:

Manager, Investigations Division, ACO-300
Office of Civil Aviation Security
800 Independence Ave. SW
Washington, D.C. 20591

(ii) Regional and Center Contracts:

Manager, Investigations and Internal Security Branch, AMC-700
Federal Aviation Administration
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

(2) The transmittal letter shall also include a list of the names of employees and their positions for which completed forms were submitted to the SSE pursuant to Section (c) of this Clause. A copy of the transmittal letter shall also be provided to the Contracting Officer.

(e) The contractor shall submit the information required by Section (c) of this Clause for any new employee not listed in the Contractor's initial thirty (30) day submission who is hired into any position identified in Section (b) of this Clause.

(f) No contractor employee shall work in a high, moderate, or low risk position unless the SSE has received all forms necessary to conduct any required investigation and has granted its approval. However, if this provision is added by modification to an existing contract, employees performing in the positions listed above may continue work on the contract pending the submittal of necessary forms, if any, and completion of a suitability investigation by the SSE, subject to the following conditions: (State any SSE conditions such as restricted access to sensitive information or facilities. Specify information or facilities. If the SSE imposes no conditions, state "None").

(g) As applicable, the Contractor shall submit quarterly reports providing the following information to the Contracting Officer with a copy to the SSE and the COTR on or before the fifth day following each report period:

(1) A complete listing by full name in alphabetical order with the date of birth and social security number, of all contractor personnel who worked at an FAA facility anytime during the report month (date of birth and social security number shall be omitted from CO and COTR copies of report(s)). Also, include those employees on furlough or not working at a FAA facility who still hold the FAA facility's keys or badges. (2) The list shall show the shift(s) worked by that person and FAA facility location of that person's work site (i.e., building, room, area, etc.).

(h) The Contractor shall notify the SSE within one (1) day after any employee identified pursuant to Section (b) of this Clause is terminated from employment.

(i) The Contracting Officer may also, after coordination with the SSE and other security specialists, require contractor employees to submit any other security information (including fingerprinting) deemed necessary to protect the interests of the FAA. In this event, the Contractor shall provide, or cause each of its employees to provide such security information to the SSE, and the same transmittal letter requirements of Section (c) of this Clause shall apply.

(1) Failure to submit information required by this clause within the time required is a material breach of the contract.

(j) If subsequent to the effective date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(k) The contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (k) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access as stated in paragraph (a).

3.13-8 FOREIGN NATIONALS AS CONTRACTOR EMPLOYEES (FEBRUARY 2000)

Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status.

1252.216-71 DETERMINATION OF AWARD FEE (OCT 1994)

(a) The Government shall, at the conclusion of each specified evaluation period(s), evaluate the contractor's performance for a determination of award fee earned. The contractor agrees that the determination as to the amount of the award fee earned will be made by the Government Fee Determination Official (FDO) and such determination is binding on both parties and shall not be subject to appeal under the "Disputes" clause or to any board or court.

(b) It is agreed that the evaluation of contractor performance shall be in accordance with a Performance Evaluation Plan and that the contractor shall be promptly advised in writing of the determination and reasons why the award fee was or was not earned. It is further agreed that the contractor may submit a self-evaluation of performance of each period under consideration. While it is recognized that the basis for the determination of the fee shall be the evaluation by the Government, any self-evaluation which is received within 15 calendar days after the end of the period being evaluated may be given such consideration, if any, as the FDO shall find appropriate.

1252.216-72 PERFORMANCE EVALUATION PLAN (OCT 1994) (REVISED)

(a) A Performance Evaluation Plan, Attachment 4, has been unilaterally established by the Government based on the criteria stated in the contract and used for the determination of award fee. This plan includes the criteria used to evaluate each area and the percentage of award fee (if any) available for each area.

(b) The criteria contained within the Performance Evaluation Plan may relate to:

- (1) Technical (including schedule) requirements if appropriate;
- (2) Management; and
- (3) Cost.

(c) The Performance Evaluation Plan may, consistent with the contract, be revised unilaterally by the Government at any time during the period of performance. Notification of such changes shall be provided to the contractor 5 calendar days prior to the start of the evaluation period to which the change will apply.

PART II - SECTION I - CONTRACT CLAUSES

I.1 SAVE HARMLESS AND INDEMNITY AGREEMENT (JAN 1997) CLA.3211

The contractor shall save and keep harmless and indemnify the Government against any and all liability, claims, and costs of whatsoever kind and nature of injury to or death of any person or persons and for loss or damage to any property (Government or otherwise) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this contract, resulting from the negligent acts, fault or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or any subcontractor.

I.2 LIABILITY INSURANCE (JAN 1997) CLA.3212

(a) Pursuant to AMS 3.4.1-10, Insurance--Work on a Government Installation, the insurance required of the contract during contract performance is:

(1) Workers' compensation and employer's liability as required by applicable Federal and Oklahoma State workers' compensation and occupational disease statutes. Employer's liability coverage shall be not less than \$100,000.

(2) General liability coverage written on the comprehensive form of policy providing limits of liability for bodily injury of not less than \$500,000 for each occurrence and property damage limits of liability of not less than \$100,000 for each accident.

(3) Automobile liability (applicable to vehicles used in connection with contract performance) written on the comprehensive form of policy providing coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

(b) The policy shall name "The United States of America, acting by and through the Federal Aviation Administration" as an additional insured with respect to operations performed under this contract.

(c) The policy shall include the following provision: "It is a condition of this policy that the insurer shall furnish written notice to the Federal

Aviation Administration (certificate holder) 30 calendar days in advance of any reduction in or cancellation of this policy."

(d) Certificate holder address:

FAA, Contract Management Division, AMQ-340
P. O. Box 25082
Oklahoma City, OK 73125

(e) At any time during contract performance and upon request of the Contracting Officer, the contractor shall provide a certified true copy of the liability policy and manually countersigned endorsements of any changes thereto.

1.13-4 COST/SCHEDULE STATUS REPORT (APRIL 2000)

(a) The Contractor shall use management procedures in the performance of this contract that provide for--

- (1) Planning and control of costs;
- (2) Measurement of performance (value for completed tasks); and
- (3) Generation of timely and reliable information for the cost/schedule status report (C/SSR).

(b) At a minimum, these procedures must provide for--

(1) Establishing the time-phased budgeted cost of work scheduled (including work authorization, budgeting, and scheduling), the budgeted cost for work performed, the actual cost of work performed, the budget at completion, the estimate at completion, and provisions for subcontractor performance measurement and reporting;

(2) Applying all direct and indirect costs and provisions for use and control of management reserve and undistributed budget.

(3) Incorporating changes to the contract budget base for both Government directed changes and internal replanning.

(4) Establishing constraints that preclude subjective adjustments of data to ensure performance measurement remains realistic. Unless the Contracting Officer provides prior written approval, in no case shall the total allocated budget exceed the contract budget base. For cost-reimbursement contracts, the contract budget base shall exclude changes for cost growth increases, other than for authorized changes to the contract scope; and

(5) Establishing the capability to accurately identify and explain significant cost and schedule variances, both on a cumulative basis and projected at completion basis.

(c) The Contractor may use a cost/schedule control system that has been recognized by a FAA contracting officer (CO) or by a CO from another federal agency as complying with the earned value management system criteria at Paragraph A.1.c., EVMS Criteria, of Toolbox Guidance T1.13 - Metrics and Performance Management.

(d) The FAA may require an integrated baseline review within 180 calendar days after (1) contract award, (2) the exercise of significant contract options, or (3) the incorporation of major modifications. The purpose of the integrated baseline review is for the FAA and the Contractor to jointly evaluate the adequacy of the Contractor's planning efforts in meeting baseline goals in areas such as the complete coverage of the statement of work, logical scheduling of the work activities, adequate allocation of resources, and risk management. The Contractor shall provide necessary documents and data that describe the methods of planning, control and data generation in actual operation to satisfy the requirement of paragraph (a) of this clause.

(e) The Contractor shall provide access to all pertinent records, company procedures, and data requested by the CO, or authorized representative, to --

(1) Show proper implementation of the procedures generating the cost and schedule information being used to satisfy the C/SSR contractual data requirements to the Government; and

(2) Ensure continuing application of the accepted company procedures in satisfying the C/SSR data item.

(f) The Contractor shall submit any substantive changes to the procedures and their impact to the CO for review.

(g) The Contractor shall require a subcontractor to furnish a C/SSR in each case where the subcontractor will perform critical or significant tasks related to the prime contract. The FAA and the prime Contractor shall mutually identify which subcontracts are critical or significant to the achievement of baseline goals, and each identified subcontractor's reported cost and schedule information shall be incorporated in the Contractor's C/SSR.

(h) The Contractor shall submit a C/SSR report prepared in accordance with [Contracting Officer to insert information] by [Contracting Officer to insert due date].

3.2.3-2 COST ACCOUNTING STANDARDS (APRIL 1996)

(a) Unless the contract is exempt from CAS rules, the provisions of CAS rules are incorporated herein by reference and the Contractor, in connection with this contract, shall--

(1) (CAS-covered Contracts Only) By submission of a Disclosure Statement, disclose in writing the Contractor's cost accounting practices as required by CAS rules, including methods of distinguishing direct costs from indirect costs and the basis used for allocating indirect costs. The practices disclosed for this contract shall be the same as the practices currently disclosed and applied on all other contracts and subcontracts being performed by the Contractor and which contain a Cost Accounting Standards (CAS) clause. If the Contractor has notified the Contracting Officer that the Disclosure Statement contains trade secrets and commercial or financial information which is privileged and confidential, the Disclosure Statement shall be protected and shall not be released outside of the Government.

(2) Follow consistently the Contractor's cost accounting practices in accumulating and reporting contract performance cost data concerning this contract. If any change in cost accounting practices is made for the purposes of any contract or subcontract subject to CAS requirements, the change must be applied prospectively to this contract and the Disclosure Statement must be amended accordingly. If the contract price or cost allowance of this contract is affected by such changes, adjustment shall be made in accordance with subparagraph (a)(4) or (a)(5) of this clause, as appropriate.

(3) Comply with all CAS, including any modifications and interpretations indicated thereto contained in CAS rules, in effect on the date of award of this contract or, if the Contractor has submitted cost or pricing data, on the date of final agreement on price as shown on the Contractor's signed certificate of current cost or pricing data. The Contractor shall also comply with any CAS (or modifications to CAS) which hereafter become applicable to a contract or subcontract of the Contractor. Such compliance shall be required prospectively from the date of applicability to such contract or subcontract.

(4) (i) Agree to an equitable adjustment as provided in the Changes clause of this contract if the contract cost is affected by a change which, pursuant to subparagraph (a)(3) of this clause, the Contractor is required to make to the Contractor's established cost accounting practices.

(ii) Negotiate with the Contracting Officer to determine the terms and conditions under which a change may be made to a cost accounting practice, other than a change made under other provisions of subparagraph (a)(4) of this clause; provided that no agreement may be made under this provision that will increase costs paid by the United States.

(iii) When the parties agree to a change to a cost accounting practice, other than a change under subdivision (a)(4)(i) of this clause, negotiate an equitable adjustment as provided in the Changes clause of this contract.

(5) Agree to an adjustment of the contract price or cost allowance, as appropriate, if the Contractor or a subcontractor fails to comply with an applicable Cost Accounting Standard, or to follow any cost accounting practice consistently and such failure results in any increased costs paid by the United States. Such adjustment shall provide for recovery of the increased costs to the United States, together with interest thereon computed in accordance with the "Interest" clause, from the time the payment by the United States was made to the time the adjustment is effected. In no case shall the Government recover costs greater than the increased cost to the Government, in the aggregate, on the relevant contracts subject to the price adjustment, unless the Contractor made a change in its cost accounting practices of which it was aware or should have been aware at the time of price negotiations and which it failed to disclose to the Government.

(b) If the parties fail to agree whether the Contractor or a subcontractor has complied with an applicable CAS rule and as to any cost adjustment demanded by the United States, such failure to agree will constitute a dispute.

(c) The Contractor shall permit any authorized representatives of the Government to examine and make copies of any documents, papers, or records relating to compliance with the requirements of this clause.

(d) The Contractor shall include in all negotiated subcontracts which the Contractor enters into, the substance of this clause, except paragraph (b), and shall require such inclusion in all other subcontracts, of any tier, including the obligation to comply with all CAS in effect on the subcontractor's award date or if the subcontractor has submitted cost or pricing data, on the date of final agreement on price as shown on the subcontractor's signed Certificate of Current Cost or Pricing Data. This requirement shall apply only to negotiated subcontracts in excess of \$500,000 where the price negotiated is not based on-

(1) Established catalog or market prices of commercial items sold in substantial quantities to the general public; or

(2) Prices set by law or regulation, and except that the requirement shall not apply to negotiated subcontracts otherwise exempt from the requirement to include a CAS clause as specified in CAS rules.

3.2.3-3 DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES (APRIL 1996)

(a) The Contractor, in connection with this contract, shall--

(1) Comply with the requirements of CAS rules, Consistency in Estimating, Accumulating, and Reporting Costs; Consistency in Allocating Costs Incurred for the Same Purpose; Accounting for Unallowable Costs; and Cost Accounting Standard-Cost Accounting Period, in effect on the date of award of this contract as indicated in CAS rules.

(2) (CAS-covered Contracts Only) If it is a business unit of a company required to submit a Disclosure Statement, disclose in writing its cost accounting practices as required by CAS rules. If the Contractor has notified the Contracting Officer that the Disclosure Statement contains trade secrets and commercial or financial information which is privileged and

confidential, the Disclosure Statement shall be protected and shall not be released outside of the Government.

(3) (i) Follow consistently the Contractor's cost accounting practices. A change to such practices may be proposed, however, by either the Government or the Contractor, and the Contractor agrees to negotiate with the Contracting Officer the terms and conditions under which a change may be made. After the terms and conditions under which the change is to be made have been agreed to, the change must be applied prospectively to this contract, and the Disclosure Statement, if affected, must be amended accordingly.

(ii) The Contractor shall, when the parties agree to a change to a cost accounting practice and the Contracting Officer has made the finding required CAS rules, that the change is desirable and not detrimental to the interests of the Government, negotiate an equitable adjustment as provided in the Changes clause of this contract. In the absence of the required finding, no agreement may be made under this contract clause that will increase costs paid by the United States.

(4) Agree to an adjustment of the contract price or cost allowance, as appropriate, if the Contractor or a subcontractor fails to comply with the applicable CAS or to follow any cost accounting practice, and such failure results in any increased costs paid by the United States. Such adjustment shall provide for recovery of the increased costs to the United States together with interest thereon computed at the annual rate of interest established under the Internal Revenue Code of 1986 (26 U.S.C. 6621), from the time the payment by the United States was made to the time the adjustment is effected.

(b) If the parties fail to agree whether the Contractor has complied with an applicable CAS, rule, or regulation as specified in CAS rules and as to any cost adjustment demanded by the United States, such failure to agree will constitute a dispute.

(c) The Contractor shall permit any authorized representatives of the Government to examine and make copies of any documents, papers, and records relating to compliance with the requirements of this clause.

(d) The Contractor shall include in all negotiated subcontracts, which the Contractor enters into, the substance of this clause, except paragraph (b), and shall require such inclusion in all other subcontracts of any tier, except that-

(1) If the subcontract is awarded to a business unit which pursuant CAS rules is required to follow all CAS, the clause entitled "Cost Accounting Standards", shall be inserted in lieu of this clause; or

(2) This requirement shall apply only to negotiated subcontracts in excess of \$500,000 where the price negotiated is not based on

(i) Established catalog or market prices of commercial items sold in substantial quantities to the general public; or

(ii) Price set by law or regulation; or

(3) The requirement shall not apply to negotiated subcontracts otherwise exempt from the requirement to include a CAS clause as specified CAS rules.

3.2.3-4 CONSISTENCY IN COST ACCOUNTING PRACTICES (APRIL 1996)

The Contractor agrees that it will consistently follow the cost accounting practices disclosed on Form CASB DS-1 in estimating, accumulating and reporting costs under this contract. In the event the Contractor fails to follow such practices, it agrees that the contract price shall be adjusted, together with interest, if such failure results in increased cost paid by the U.S. Government. Interest shall be computed in accordance with the "Interest" clause from the time payment by the Government was made to the time

adjustment is effected. The Contractor agrees that the Disclosure Statement filed with the U.K. Ministry of Defense shall be available for inspection and use by authorized representatives of the United States Government.

3.2.3-5 ADMINISTRATION OF COST ACCOUNTING STANDARDS (APRIL 1996)

For the purpose of administering the Cost Accounting Standards (CAS) requirements under this contract, the Contractor shall take the steps outlined in paragraphs (a) through (g) of this clause:

(a) Submit to the Contracting Officer a description of any cost accounting practice change, the total potential impact of the change on contracts containing a CAS clause, and a general dollar magnitude of the change which identifies the potential shift of costs between CAS-covered contracts by contract type (i.e., firm-fixed-price, incentive, cost-plus-fixed fee, etc.) and other contractor business activity. As related to CAS-covered contracts, the analysis should identify the potential impact on funds of the various Agencies/Departments (i.e., Department of Energy, National Aeronautics and Space Administration, Army, Navy, Air Force, other Department of Defense, other Government) as follows:

(1) For any change in cost accounting practices required to comply with a new or modified CAS in accordance with subparagraph (a)(3) and subdivision (a)(4)(i) of the clause "Cost Accounting Standards" within 60 calendar days (or such other date as may be mutually agreed to) after award of a contract requiring this change.

(2) For any change in cost accounting practices proposed in accordance with subdivision (a)(4)(ii) or (iii) of the clause "Cost Accounting Standards" or with subparagraph (a)(3) of the clause "Disclosure and Consistency of Cost Accounting Practices" not less than 60 calendar days (or such other date as may be mutually agreed to) before the effective date of the proposed change.

(3) For any failure to comply with an applicable CAS or to follow a disclosed practice (as contemplated by subparagraph (a)(5) of the clause "Cost Accounting Standards" or by subparagraph (a)(4) of the clause "Disclosure and Consistency of Cost Accounting Practice":

(i) Within 60 calendar days (or such other date as may be mutually agreed to) after the date of agreement with the initial finding of noncompliance, or

(ii) In the event of Contractor disagreement with the initial finding of noncompliance, within 60 calendar days of the date the Contractor is notified by the Contracting Officer of the determination of noncompliance.

(b) After a Contracting Officer determination of materiality, submit a cost impact proposal in the form and manner specified by the Contracting Officer within 60 calendar days (or such other date as may be mutually agreed to) after the date of determination of the adequacy and compliance of a change submitted pursuant to paragraph (a) of this clause. The cost impact proposal shall be in sufficient detail to permit evaluation, determination, and negotiation of the cost impact upon each separate CAS-covered contract and subcontract.

(1) Cost impact proposals submitted for changes in cost accounting practices required to comply with a new CAS in accordance with subparagraph (a)(3) and subdivision (a)(4)(i) of the clause "Cost Accounting Standards" shall identify the applicable standard and all contracts and subcontracts containing the clause in this contract entitled Cost Accounting Standards, which have an award date before the effective date of that standard.

(2) Cost impact proposals submitted for any change in cost accounting practices proposed in accordance with subdivisions (a)(4)(ii) or (iii) of the clause "Cost Accounting Standards" or with subparagraph (a)(3) of the clause "Disclosure and Consistency of Cost Accounting Practices" shall

identify all contracts and subcontracts containing the clause "Cost Accounting Standards" and "Disclosure and Consistency of Cost Accounting Practices."

(3) Cost impact proposals submitted for failure to comply with an applicable CAS or to follow a disclosed practice as contemplated by subparagraph (a)(5) of the clause "Cost Accounting Standards" or by subparagraph (a)(4) of the clause "Disclosure and Consistency of Cost Accounting Practices" shall identify the cost impact on each separate CAS covered contract from the date of failure to comply until the noncompliance is corrected.

(c) If the submissions required by paragraphs (a) and (b) of this clause are not submitted within the specified time, or any extension granted by the Contracting Officer, an amount not to exceed 10 percent of each subsequent amount determined payable related to the Contractor's CAS-covered prime contracts, up to the estimated general dollar magnitude of the cost impact, may be withheld until such time as the required submission has been provided in the form and manner specified by the Contracting Officer.

(d) Agree to appropriate contract and subcontract amendments to reflect adjustments established in accordance with subparagraphs (a)(4) and (a)(5) of the CAS clause or with subparagraphs (a)(3) or (a)(4) of the "Disclosure and Consistency of Cost Accounting Practices" clause.

(e) For all subcontracts subject either to the CAS clause or to the Disclosure and Consistency of Cost Accounting Practices clause-

(1) So state in the body of the subcontract, in the letter of award, or in both (self-deleting clauses shall not be used);

(2) Include the substance of this clause in all negotiated subcontracts. In addition, within 30 calendar days after award of the subcontract, submit the following information to the Contractor's cognizant contract administration office for transmittal to the contract administrative office cognizant of the subcontractor's facility:

(i) Subcontractor's name and subcontract number.

(ii) Dollar amount and date of award.

(iii) Name of Contractor making the award.

(iv) Any changes the subcontractor has made or proposes to make to cost accounting practices that affect prime contracts or subcontracts containing the CAS clause or Disclosure and Consistency of Cost Accounting Practices clause, unless these changes have already been reported. If award of the subcontract results in making one or more CAS effective for the first time, this fact shall also be reported.

(f) Notify the Contracting Officer in writing of any adjustments required to subcontracts under this contract and agree to an adjustment, based on them, to this contract price or estimated cost and fee. This notice is due within 30 calendar days after proposed subcontract adjustments are received and shall include a proposal for adjusting the higher tier subcontract or the prime contract appropriately.

(g) For subcontracts containing the CAS clause, require the subcontractor to comply with all Standards in effect on the date of award or of final agreement on price, as shown on the subcontractor's signed Certificate of Current Cost or Pricing Data, whichever is earlier.

3.2.4-16 ORDERING (OCTOBER 1996)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from during the effective period of the contract stated in the Schedule.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

3.2.4-17 ORDER LIMITATIONS (OCTOBER 1996)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than the \$2,500, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor-

(1) Any order for a single item in excess of \$11,100,000 for the Basic contract period, \$12,000,000 for the First Option Year, \$12,900,000 for the Second Option Year, \$13,700,000, and \$14,400,000 for the Fourth Option Year.

(2) Any order for a combination of items in excess of \$11,100,000 for the Basic contract period, \$12,000,000 for the First Option Year, \$12,900,000 for the Second Option Year, \$13,700,000, and \$14,400,000 for the Fourth Option Year; or

(3) A series of orders from the same ordering office within 30 calendar days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract, the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 30 calendar days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3.2.4-20 INDEFINITE QUANTITY (JULY 1996)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the "Ordering" clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the maximum. The Government shall order at least the quantity of supplies or services designated in the Schedule as the minimum.

(c) Except for any limitations on quantities in the "Order Limitations" clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the delivery date required by order(s) placed within the ordering period.

3.2.4-34 OPTION TO EXTEND SERVICES (APRIL 1996)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

3.2.4-35 OPTION TO EXTEND THE TERM OF THE CONTRACT (APRIL 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor before the expiration date; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 30 calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years, six months.

3.3.1-10 AVAILABILITY OF FUNDS (APRIL 1996)

Funds are not presently available for this contract. The FAA 's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

3.3.1-11 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APRIL 1996)

Funds are not presently available for performance under this contract beyond the current fiscal year. The FAA 's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the FAA for any payment may arise for performance under this contract beyond the current fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

3.3.1-12 LIMITATION OF COST (APRIL 1996)

(a) The parties estimate that performance of this contract, exclusive of any fee, will not cost the FAA more than (1) the estimated cost specified in the "Schedule" or, (2) if this is a cost-sharing contract, the FAA 's share of the estimated cost specified in the "Schedule". The Contractor agrees to use its best efforts to perform the work specified in the "Schedule" and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the FAA 's and the Contractor's share of the cost.

(b) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that-

(1) The costs the Contractor expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the estimated cost specified in the "Schedule"; or

(2) The total cost for the performance of this contract, exclusive of any fee, will be either greater or substantially less than had been previously estimated.

(c) As part of the notification, the Contractor shall provide the Contracting Officer a revised estimate of the total cost of performing this contract.

(d) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause-

(1) The FAA is not obligated to reimburse the Contractor for costs incurred in excess of (i) the estimated cost specified in the "Schedule" or, (ii) if this is a cost-sharing contract, the estimated cost to the FAA specified in the "Schedule";

(2) The Contractor is not obligated to continue performance under this contract (including actions under the "Termination" clause of this contract) or otherwise incur costs in excess of the estimated cost specified in the "Schedule", until the Contracting Officer (i) notifies the Contractor in writing that the estimated cost has been increased and (ii) provides a revised estimated total cost of performing this contract. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the "Schedule".

(e) No notice, communication, or representation in any form other than that specified in subparagraph (d)(2) above, or from any person other than the Contracting Officer, shall affect this contract's estimated cost to the FAA. In the absence of the specified notice, the FAA is not obligated to reimburse the Contractor for any costs in excess of the estimated cost or, if this is a cost-sharing contract, for any costs in excess of the estimated cost to the FAA specified in the "Schedule", whether those excess costs were incurred during the course of the contract or as a result of termination.

(f) If the estimated cost specified in the "Schedule" is increased, any costs the Contractor incurs before the increase that are in excess of the previously estimated cost shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.

(g) Change orders shall not be considered an authorization to exceed the estimated cost to the FAA specified in the "Schedule", unless they contain a statement increasing the estimated cost.

(h) If this contract is terminated or the estimated cost is not increased, the FAA and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

3.3.2-1 FAA COST PRINCIPLES (OCTOBER 1996)

(a) Federal Aviation Administration (FAA) "Contract Cost Principles" shall be used for:

(1) The pricing of contracts, subcontracts, and modifications to contracts and subcontracts whenever cost analysis is performed; and

(2) The determination, negotiation, or allowance of costs when required by a contract clause.

(b) The Contracting Officer shall incorporate the FAA cost principles and procedures in contracts with commercial organizations as the basis for:

(1) Determining reimbursable costs under
(i) Cost-reimbursement contracts and cost-reimbursement subcontracts under these contracts performed by commercial organizations and
(ii) The cost-reimbursement portion of time-and-materials contracts except when material is priced on a basis other than at cost;

- (2) Negotiating indirect cost rates, when:
 - (i) FAA has division or corporate contract administration responsibilities;
 - (ii) Quick Close-out procedures are used; or
 - (iii) Indirect rate caps are negotiated in the contract.
 - (3) Proposing, negotiating, or determining costs under terminated contracts;
 - (4) Price revision of fixed-price incentive contracts;
 - (5) Price redetermination of price redetermination contracts; and
 - (6) Pricing changes and other contract modifications.
- (c) When division or corporate contract administration responsibilities rest with another Government agency, the FAA will apply the cost principles of the administering agency for the determination or negotiation of indirect rates not covered by (2)(ii) or (2)(iii) above.
- (d) Upon request, the Contracting Officer will provide a copy of the FAA "Contract Cost Principles."

3.5-18 COMMERCIAL COMPUTER SOFTWARE--RESTRICTED RIGHTS (OCTOBER 1996)

(a) As used in this clause, "restricted computer software" means any computer program, computer database, or documentation thereof, that has been developed at private expense and either is a trade secret, is commercial or financial and confidential or-privileged, or is published and copyrighted.

(b) Notwithstanding any provisions to the contrary contained in any Contractor's standard commercial license or lease agreement pertaining to any restricted computer software delivered under this purchase order/contract, and irrespective of whether any such agreement has been proposed prior to or after issuance of this purchase order/contract or of the fact that such agreement may be affixed to or accompany the restricted computer software upon delivery, vendor agrees that the Government may have the rights that are set forth in paragraph (c) of this clause to use, duplicate or disclose any restricted computer software delivered under this purchase order/contract. The terms and provisions of this contract, including any commercial lease or license agreement, shall be subject to paragraph (c) of this clause and shall comply with applicable Federal laws.

(c) (1) The restricted computer software delivered under this contract shall not be used, reproduced or disclosed by the Government except as provided in subparagraph (c)(2) of this clause or as expressly stated otherwise in this contract.

- (2) The restricted computer software may be-
 - (i) Used or copied for use in or with the computer or computers for which it was acquired, including use at any Government installation to which such computer or computers may be transferred;
 - (ii) Used or copied for use in or with backup computer if any computer for which it was acquired is inoperative;
 - (iii) Reproduced for safekeeping (archives) or backup purposes;
 - (iv) Modified, adapted, or combined with other computer software, provided that the modified, combined, or adapted portions of the derivative software incorporating any of the delivered, restricted computer software shall be subject to same restrictions set forth in this purchase order/contract;
 - (v) Disclosed to and reproduced for use by support service Contractors or their subcontractors, subject to the same restrictions set forth in this purchase order/contract; and
 - (vi) Used or copied for use in or transferred to a replacement computer.

(3) If the restricted computer software delivered under this purchase order/contract is published and copyrighted, it is licensed to the Government, without disclosure prohibitions, with the rights set forth in subparagraph

(c)(2) of this clause unless expressly stated otherwise in this purchase order/contract.

(4) To the extent feasible the Contractor shall affix a Notice substantially as follows to any restricted computer software delivered under this purchase order/contract; or, if the vendor does not, the Government has the right to do so: "Notice-Notwithstanding any other lease or license agreement that may pertain to, or accompany the delivery of, this computer software, the rights of the Government regarding its use, reproduction and disclosure are as set forth herein.

(d) If any restricted computer software is delivered under this contract with the copyright notice of 17 U.S.C. 401, it will be presumed to be published and copyrighted and licensed to the Government in accordance with subparagraph (c)(3) of this clause, unless a statement substantially as follows accompanies such copyright notice: "Unpublished-rights reserved under the copyright laws of the United States."

3.6.2-29 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (APRIL 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only: It Is Not a Wage Determination.

<u>Employee class</u>	<u>Monetary Wage-Fringe Benefits</u>	
Pseudo-Pilot	GS-4	\$11.08
Pseudo-Pilot Supervisor	GS-5	\$12.39
Training Materials Clerk	GS-5	\$12.39
Desktop Publishing Technician	GS-6	\$13.81
Training Materials Coordinator	GS-6	\$13.81
Administrative Assistant (property)	GS-7	\$15.35
Editorial Assistant	GS-7	\$15.35
Computer Programmer I	GS-9	\$18.78
Technical Writer	GS-9	\$18.78
Computer Programmer II	GS-11	\$22.72
Education Specialist	GS-11	\$22.72
Computer Programmer III	GS-12	\$27.23
Computer Systems Analyst	GS-12	\$27.23
Graphics Artist	GS-12	\$27.23
Instructor (Flight Service)	GS-12	\$27.23
Instructor (Flight Service SME)	GS-12	\$27.23
Instructional Systems Specialist	GS-13	\$32.38
Instructor (Meteorology)	GS-13	\$32.38
Instructor	GS-14	\$38.26
Supervisor	GS-15	\$44.99
Alternative Program Manager	GS-15	\$44.99
Program Manager	GS-15	\$44.99

Annual Leave: Two hours per week for service of less than three years; three hours per week for service of three years, but less than 15 years; and 4 hours per week for service of 15 years or more.

Paid Holidays: Ten per year.

Government's contribution to sick leave and to life, accident, and health insurance: 5.1 percent of basic hourly rate.

Government's contribution to retirement pay: 7 percent of basic hourly rate. NOTE: The wage rates and fringe benefits listed in this clause are included in the contract as required by section 2(a)(5) of the Service Contract Act of 1965, as amended, and are not minimum wage rates and fringe benefits required to be paid on this contract.

3.9.1-1 CONTRACT DISPUTES (AUGUST 1999)

(a) All contract disputes arising under or related to this contract shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A contractor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) The filing of a contract dispute with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A contract dispute is considered to be filed on the date it is received by the ODRA.

(c) Contract disputes are to be in writing and shall contain:

(1) The contractor's name, address, telephone and fax numbers and the name, address, telephone and fax numbers of the contractor's legal representative(s) (if any) for the contract dispute;

(2) The contract number and the name of the Contracting Officer;

(3) A detailed chronological statement of the facts and of the legal grounds for the contractor's positions regarding each element or count of the contract dispute (i.e., broken down by individual claim item), citing to relevant contract provisions and documents and attaching copies of those provisions and documents;

(4) All information establishing that the contract dispute was timely filed;

(5) A request for a specific remedy, and if a monetary remedy is requested, a sum certain must be specified and pertinent cost information and documentation (e.g., invoices and cancelled checks) attached, broken down by individual claim item and summarized; and

(6) The signature of a duly authorized representative of the initiating party.

(d) Contract disputes shall be filed at the following address:

(1) Office of Dispute Resolution for Acquisition, AGC-70
Federal Aviation Administration
400 7th Street, S.W., Room 8332
Washington, DC 20590

Telephone: (202) 366-6400

Facsimile: (202) 366-7400; or

(2) other address as specified in 14 CFR Part 17.

(e) A contract dispute against the FAA shall be filed with the ODRA within two (2) years of the accrual of the contract claim involved. A contract dispute by the FAA against a contractor (excluding contract disputes alleging warranty issues, fraud or latent defects) likewise shall be filed within two (2) years after the accrual of the contract claim. If an underlying contract entered into prior to the effective date of this part provides for time limitations for filing of contract disputes with the ODRA which differ from the aforesaid two (2) year period, the limitation periods in the contract shall control over the limitation period of this section. In no event will either party be permitted to

file with the ODRA a contract dispute seeking an equitable adjustment or other damages after the contractor has accepted final contract payment, with the exception of FAA claims related to warranty issues, gross mistakes amounting to fraud or latent defects. FAA claims against the contractor based on warranty issues must be filed within the time specified under applicable contract warranty provisions. Any FAA claims against the contractor based on gross mistakes amounting to fraud or latent defects shall be filed with the ODRA within two (2) years of the date on which the FAA knew or should have known of the presence of the fraud or latent defect.

(f) A party shall serve a copy of the contract dispute upon the other party, by means reasonably calculated to be received on the same day as the filing is to be received by the ODRA.

(g) After filing the contract dispute, the contractor should seek informal resolution with the Contracting Officer.

(h) The FAA requires continued performance with respect to contract disputes arising under this contract, in accordance with the provisions of the contract, pending a final FAA decision.

(i) The FAA will pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the contract dispute, or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on contract disputes shall be paid at the rate fixed by the Secretary of the Treasury that is applicable on the date the Contracting Officer receives the contract dispute and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary until payment is made.

(j) Additional information and guidance about the ODRA dispute resolution process for contract disputes can be found on the ODRA Website at <http://www.faa.gov>.

3.9.1.2 PROTEST AFTER AWARD (AUGUST 1997)

(a) Upon receipt of a notice that a protest has been filed with the FAA Office of Dispute Resolution, or a determination that a protest is likely, the Administrator or his designee may instruct the Contracting Officer) to direct the Contractor to stop performance of the work called for by this contract. The order to the Contractor shall be in writing, and shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision or other resolution of the protest, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) For other than cost-reimbursement contracts, terminate the work covered by the order as provided in the "Default" or the "Termination for Convenience of the Government" clause(s) of this contract; or

(3) For cost-reimbursement contracts, terminate the work covered by the order as provided in the "Termination" clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after the final resolution of the protest, the Contractor shall resume work. The Contracting Officer shall make for other than cost-reimbursement contracts, an equitable adjustment in the delivery schedule or contract price, or both; and for cost-reimbursement contracts, an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected; and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 calendar days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's rights to terminate this contract at any time are not affected by action taken under this clause.

3.10.1-1 NOTICE OF INTENT TO DISALLOW COSTS (APRIL 1996)

(a) Notwithstanding any other clause of this contract--

(1) The Contracting Officer may at any time issue to the Contractor a written notice of intent to disallow specified costs incurred or planned for incurrence under this contract that have been determined not to be allowable under the contract terms; and

(2) The Contractor may, after receiving a notice under subparagraph (1) above, submit a written response to the Contracting Officer, with justification for allowance of the costs. If the Contractor does respond within 60 days, the Contracting Officer shall, within 60 days of receiving the response, either make a written withdrawal of the notice or issue a written decision.

(b) Failure to issue a notice under this "Notice of Intent to Disallow Costs" clause shall not affect the Government's rights to take exception to incurred costs.

3.10.1-22 CONTRACTING OFFICER'S REPRESENTATIVE (JULY 1996) (REVISED)

(a) The Contracting Officer may designate other Government personnel, known as the Contracting Officer's Representative (COR), to act as his or her authorized representative for contract administration functions which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the Contracting Officer, and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract.

(b) The Contractor shall immediately contact the Contracting Officer if there is any question regarding the authority of an individual to act on behalf of the Contracting Officer under this contract.

NOTICE: The following provision and/or contract clauses pertinent to this section are hereby incorporated by reference in accordance with Section C, Clause 3.1.1.

- 1.13-3 COST/SCHEDULE STATUS REPORT PLANS (APRIL 2000)
- 3.1.7-2 ORGANIZATIONAL CONFLICTS OF INTEREST (AUGUST 1997)
- 3.2.2.3-8 AUDIT AND RECORDS (APRIL 1996)
- 3.2.2.3-25 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA (APRIL 1996)
- 3.2.2.3-26 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA--MODIFICATIONS (APRIL 1996)
- 3.2.2.3-27 SUBCONTRACTOR COST OR PRICING DATA (APRIL 1996)

3.2.2.3-28 SUBCONTRACTOR COST OR PRICING DATA-MODIFICATIONS (APRIL 1996)
3.2.2.3-29 INTEGRITY OF UNIT PRICES (APRIL 1996)
3.2.2.3-31 FACILITIES CAPITAL COST OF MONEY (APRIL 1996)
3.2.2.3-32 WAIVER OF FACILITIES CAPITAL COST OF MONEY (APRIL 1996)
3.2.2.3-33 ORDER OF PRECEDENCE (NOVEMBER 1997)
3.2.2.7-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH
CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (APRIL
1996)
3.2.4-5 ALLOWABLE COST AND PAYMENT (OCTOBER 1996)
3.2.5-1 OFFICIALS NOT TO BENEFIT (APRIL 1996)
3.2.5-3 GRATUITIES OR GIFTS (JANUARY 1999)
3.2.5-4 CONTINGENT FEES (OCTOBER 1996)
3.2.5-5 ANTI-KICKBACK PROCEDURES (OCTOBER 1996)
3.2.5-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE FAA (APRIL 1996)
3.2.5-7 DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL
TRANSACTIONS (JUNE 1999)
3.2.5-8 WHISTLEBLOWER PROTECTION FOR CONTRACTOR EMPLOYEES (APRIL 1996)
3.2.5-11 DRUG FREE WORKPLACE (APRIL 1996)
3.3.1-1 PAYMENTS (APRIL 1996)
3.3.1-6 DISCOUNTS FOR PROMPT PAYMENT (APRIL 1996)
3.3.1-9 INTEREST (APRIL 1996)
3.3.1-15 ASSIGNMENT OF CLAIMS (APRIL 1996)
3.3.1-17 PROMPT PAYMENT (AUGUST 1998)
3.3.1-25 MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT
(OCTOBER 1996)
3.4.2-6 TAXES--CONTRACTS PERFORMED IN U.S. POSSESSIONS OR PUERTO RICO
(OCTOBER 1996)
3.4.2-8 FEDERAL, STATE, AND LOCAL TAXES--SEALED BID AND CERTAIN NEGOTIATED
CONTRACTS (APRIL 1996)
3.6.1-3 UTILIZATION OF SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL
BUSINESS CONCERNS (APRIL 1996)
3.6.1-4 SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS
SUBCONTRACTING PLAN (JUNE 1999)
3.6.1-6 LIQUIDATED DAMAGES--SUBCONTRACTING PLAN (APRIL 1996)
3.6.2-2 CONVICT LABOR (APRIL 1996)
3.6.2-4 WALSH-HEALEY PUBLIC CONTRACTS ACT (APRIL 1996)
3.6.2-9 EQUAL OPPORTUNITY (AUGUST 1998)
3.6.2-12 AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS
(JANUARY 1998)
3.6.2-13 AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS (JANUARY 1998)
3.6.2-14 EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF
VIETNAM ERA (JANUARY 1998)
3.6.3-2 CLEAN AIR AND CLEAN WATER (APRIL 1996)
3.10.1-3 PENALTIES FOR UNALLOWABLE COSTS (OCTOBER 1996)
3.10.1-7 BANKRUPTCY (APRIL 1996)
3.10.1-13 CHANGES--COST-REIMBURSEMENT (APRIL 1996)
3.10.2-2 SUBCONTRACTS (COST-REIMBURSEMENT AND CEILING PRICED CONTRACTS)
(OCTOBER 1996)
3.10.6-3 TERMINATION (COST-REIMBURSEMENT) (OCTOBER 1996)
3.10.6-4 DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) (OCTOBER 1996)

PART III - SECTION J - LIST OF ATTACHMENTS

<u>ATTACHMENT</u>	<u>TITLE</u>	<u>NO. OF PAGES</u>
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	Appendix B	105
	Appendix C	22
	Appendix D	44
	Appendix E	46
	Appendix F	53
2	Department of Labor Wage Determination No. 94-2431, Revision No. 12	9
3	Adjudicative Standards	1
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Contract Terms/Acronyms:

for use in connection with
Air Traffic Instructional Support Service Contract

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SECTION 1 Terms and Expressions

The following terms and expressions, as used within the Statement of Work, other related contract documents, or in the course of normal operations, shall have the meaning set forth below.

Acceptable Quality Level (AQL): A standard, established by the FAA, below which work is considered unsatisfactory.

Air Traffic Control Specialist (ATCS): A person involved in and directly responsible for the safe, orderly, and expeditious movement of aircraft both in the air and on the ground, utilizing radar and/or non-radar procedures for separation. Air traffic control specialists also perform safety and advisory functions relating to aircraft operations.

Alternate Work Schedule (AWS): Any work schedule other than five eight-hour work days, with work normally scheduled from Monday through Friday, and with work commencing at the same time each work day.

Assistant Class Manager: An instructor assigned to a class of students, who in addition to conducting classroom instruction and recap sessions for the assigned class, assists the designated class manager and/or lead instructor with student counseling, laboratory scheduling, and distribution of training materials.

Assistant Lead Instructor: (See Assistant Class Manager).

Air Traffic Control Facility, Civilian Any facility providing air traffic control and/or air traffic advisory services, regardless of option (En Route, Terminal, Flight Service), which is operated, either jointly or independently, by the Federal Aviation Administration.

Authoring Language: A high-level computer language which includes tools for creating instructional or presentation software and commands specifically designed to simplify the creation process. The language will provide for the integration of such features as tutorial, branching, and judging capabilities to produce complex computer-based training courseware. The language may also provide for the integration of other features including, but not limited to graphics, animation, simulation, video, audio, and data collection.

Certification: A qualifications test given to ensure subject mastery and compliance with FAA policies, orders, practices, and procedures. Certification is required before instructors are allowed to perform instructional duties.

Certified Instructor: An instructor who has successfully completed all instructor training requirements for a specific position, demonstrating mastery of the knowledge, skills, instructional techniques, and abilities required.

Certified Professional Controller (CPC): Beginning October 1, 1998, this term is used to refer to an air traffic control specialist, in either the Terminal or En Route option, who is certified on all positions of operations within an area of specialization or facility to which assigned.

Class: A group of students enrolled in the same course who are scheduled to report at a particular time to a particular instructor at a particular place.

Class Manager: An instructor assigned to a class of students, who in addition to conducting classroom instruction and recap sessions for the assigned class, is responsible for conducting student counseling, laboratory scheduling, and the distribution of training material to the class.

Compatible: Applicable in discussions of computer equipment and/or computer networking. Allows for direct electronic transfer of data on computer equipment. Compatible equipment shall run identical software packages with no loss of performance capability.

Computer Based Instruction (CBI): The FAA's current program for providing technical training to air traffic control specialists in all options and areas of specialization utilizing computer based instruction.

Computer Based Training (CBT): The industry standard reference for training provided via computer using interactivity, simulation, graphic and textural information, 2D and 3D animations, and scoring capabilities

Contract Support Position Descriptions (CSPD): A document, included as an appendix to the statement of work (which see), and maintained by the COR as a separate document following contract award. The CSPD document describes the general duties of each labor category, the minimum education and experience required for consideration for a position in the labor category under this contract, and a description of any FAA certification required for those positions.

Contract Task Descriptions (CTD): A document, included as an appendix to the statement of work (which see), and maintained by the COR as a separate document following contract award. The CTD will serve as the definitive source for information about currently active tasks during the life of the contract.

Contracting Officer (CO): An agent of the U.S. Government responsible for government contracting activity, specifically as it relates to any contract awarded to accomplish the work outlined in this document.

Contracting Officer's Representative (COR): An agent of the U.S. Government who provides assistance to the contracting officer in the administration of the contract.

Contractor-Acquired Property: Property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

Counseling: Conversational interaction between two persons for the purpose of academic guidance, problem solving, and/or referral.

Course: Organized subject matter in which instruction is offered within a given time frame and for which credit is given for successful completion.

Course Manager: An instructor assigned the administrative duties associated with the management of a course, in addition to his/her instructional duties. Administrative duties will normally include, but need not be limited to, such things as serving as a contact point for outside sources, maintaining course archives, course documentation, and course evaluation data, and generally overseeing course conduct.

Course Materials: Materials used by instructors and/or students to revise/update/develop or conduct a class.

Developer: An instructor who's primary responsibility is developing instructional courseware.

Developmental: (See Specialist in Training).

Facilities and Equipment (F&E): One component of the Government's budget, used in support of specific projects, and which must only be used to support the specific project identified. Funds from an F&E account cannot be used to support any activities other than those which are directly related to the identified project, and which are in accordance with all applicable guidelines and/or restrictions.

Federal Aviation Administration (FAA): A component agency of the U.S. Department of Transportation.'

Fiscal Year (FY): The U.S. Government's fiscal year, beginning on the first day in October, and ending on the last day of the subsequent September.

Full Performance Level (FPL): Prior to October 1, 1998, this term refers to an air traffic control specialist, in any ATC option, who is certified on all positions of operations within an area of specialization or facility to which assigned. Beginning October 1, 1998, the term is only used in reference to ATC Specialists in the Flight Service option.

Full Time Equivalent (FTE): The number of productive hours represented by one full-time employee over a period of one fiscal (or calendar) year. FTE figures included in this document shall be based on the standard number of productive hours established by the Office of Personnel Management (OPM), or 1,744 hours.

Government Property: All property owned by or leased to the Government or acquired by the Government under the terms of this contract. It includes, but is not limited to, any Government-furnished property or contractor-acquired property identified in the contract.

Government-Furnished Property (GFP): Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

Information Charting: A methodology, developed by AMA-500, of analyzing, organizing, and presenting information; used in the development of training materials.

Instruct: To provide situations, conditions, or activities which are designed to facilitate the learning of knowledges, skills, and abilities required to perform a specified job task.

Instructional Objective: A specification of performance which is part of a training outcome. It specifies precisely the behavior to be expected, the conditions under which behavior will be accomplished, and the minimum acceptable level of performance.

Instructional Program Guide (IPG): A publication that provides guidance in administering the National Air Traffic Training Program for a specific air traffic option. It outlines mandatory training objectives and evaluation criteria for measuring the objectives. The IPG assures a standardized training program from entry on duty to FPL, and derives its authority from FAA Order 3120.4, Air Traffic Training.

Instructional Systems Design (ISD): Development, revision, and presentation of knowledge which emphasizes an assurance that the student will be able to use the acquired knowledges, skills, and abilities gained in training to perform specific job tasks.

Instructional Systems Design Specialist: A person knowledgeable and skilled in the development of instructional systems utilizing the ISD process.

Instructor: An individual whose primary responsibility is to teach and/or evaluate learning in a formal environment. Under this contract, certain instructors may be utilized as developers (which see).

International Training Service Center (ITSC), (AMA-3): One of the FAA's initial franchise organizations providing various training courses to international participants.

Laboratory: A learning environment that simulates the actual job environment.

Laboratory Problem: An educational medium used to instruct or evaluate a student's ability to perform specific job tasks.

Lead Instructor: (See Class Manager).

Lesson: A period of instruction devoted to a specific topic, skill, or concept.

National Airspace System (NAS): The persons, organizations, facilities, and equipment related to the safe and efficient utilization and management of the navigable airspace.

Pseudo-Pilot: A training support position utilized in certain medium and high fidelity simulation training laboratories and classrooms. These support personnel utilize computer entries and voice responses to student's instructions to create a realistic simulation training environment.

Quality Assurance: Actions taken by the FAA to ensure contractor compliance with the provisions of this performance work statement, to ensure the compliance of both FAA and contract personnel to applicable orders, policies, and regulations, and to ensure the overall effectiveness of air traffic instruction conducted at the FAA Academy.

Quality Control: Actions taken by the contractor to ensure compliance with the provisions of this performance work statement.

Recertification: An action taken as a result of remedial training when instructors are found to be in non-compliance with FAA policies, orders, practices, and procedures.

Specialist in Training (SIT): An air traffic control specialist, in any option, who is engaged in air traffic training courses and has not yet achieved full-performance level in the option.

Statement of Work (SOW): A document which describes the essential and technical requirements for items, materials, tasks, or services including the standards used to determine whether the requirements have been met.

Student: A person formally engaged in learning at the FAA Academy.

Subtask: Specific activities within a task (which see), defined to provide for organization of contract personnel into units with specialized qualifications and/or functions within the more general functional requirements of the task.

Task: A general grouping of contract support activities, defined to provide for the organization of contract personnel along lines which correspond to the FAA's general organizational and/or functional needs.

Task Description Sheet (TDS): A document, prepared by the contracting officer's representative (COR) in consultation with program office (AMA-500) management, used to communicate the support requirements of this contract for a particular task for a particular performance period to the contractor, subject to revision in response to changing support requirements. This document will also be used to establish the FAA's initial position in negotiation issues, such as management staffing levels, labor mix, etc.

Train to Succeed: The training philosophy adopted by the Air Traffic Division in the training of their students. This training philosophy, in contrast to a "pass-fail" training philosophy, is based on the concept that all students have a capacity to successfully complete their training, and that it is the duty of the instructional staff to help ensure each student's success.

Training Materials: Course materials, equipment, and supplies used in the conduct, practice and evaluation of training.

Training Outcome: The total combination of skills and knowledges that the student must acquire to perform a job assignment, usually derived by converting a task into measurable performance objectives.

Up/Down Facility: An air traffic control facility in the terminal option consisting of both a tower cab operation and a radar approach control operation.

SECTION 2 Acronyms

The following acronyms, as used within the Statement of Work, other related contract documents, or in the course of normal operations, shall have the meaning set forth below.

ACRONYM: MEANING:

AAA	Airport/Airspace Analysis
ABC	Activity Based Costing
ACD	Automatic Call Distribution System
ACE	ASOS Controller Equipment
AFSS	Automated Flight Service Station
AIDCS	Air Traffic Services Interfacility Data Communications System
AIP	Airport Improvement Program
AIT	Advanced Instructional Testing, Course 10XXX
AMA	FAA Academy, Mike Monroney Aeronautical Center
AMQ	Office of Acquisition, Mike Monroney Aeronautical Center
AOS	Operational Support
ARB	Airmen Records Building, Mike Monroney Aeronautical Center
ARTCC	Air Route Traffic Control Center
ARTS	Automated Radar Tracking System
ASOS	Airport Surface Observing System
ASDE	Airport Surface Detection Equipment
ADTS	Activity Data Tracking System
ASR	Airport Surveillance Radar

ATC	Air Traffic Control
ATCS	Air Traffic Control Specialist
ATCT	Airport Traffic Control Tower

ACRONYM: MEANING:

AT-SAT	Air Traffic Selection and Training
ATTE	ATC Teamwork Enhancement
AUS	Automation Specialist
AWS	Alternate Work Schedule
BIT	Academy Instructor Training (Basic), Course 10520
CAD	Computer Aided Design
CAMI	Civil Aeromedical Institute, Mike Monroney Aeronautical Center
CATTS	Computerized Air Traffic Training System
CBI	Computer Based Instruction
CBT	Computer Based Training
CD	Curriculum Development, Course 10XXX
CDG	Course Design Guide
CIC	Controller In Charge
CO	Contracting Officer
COR	Contracting Officer's Representative
CPC	Certified Professional Controller
CSPD	Contract Support Position Descriptions document
CTD	Contract Task Descriptions document
DBRITE	Digital Bright Radar Indicator Equipment
DF	Direction Finder

DOT	United States Department of Transportation
DSS	Data Systems Specialist
EA	MMAC Employees Association
EASL	Existing Automation Service Level
EEO	Equal Employment Opportunity

ACRONYM: MEANING:

EPDS	Evaluation Proficiency Development Specialist
EPF	Employee Personnel File
ESL	Emergency Service Level
ETMC	Enhanced Traffic Management Coordinator
ETVS	Enhance Terminal Voice Switch
F&E	Facilities and Equipment
FAA	Federal Aviation Administration
FAATP	Federal Aviation Administration Travel Policy
FAR	Federal Aviation Regulations (PRIMARY REFERENCE)
FAR	Federal Acquisition Regulations (ALTERNATE REFERENCE)
FPL	Full Performance Level
FSAS	Flight Service Automation System
FSDPS	Flight Service Data Processing System
FSS	Flight Service Station
FTE	Full Time Equivalent
FTLO	Facility Technical Liaison Officer
FY	Fiscal Year
GFP	Government Furnished Property
GOES	Geostationary Operational Environmental Satellite
GPS	Global Positioning System

GSA	General Services Administration
ICAO	International Civil Aviation Organization
ICSS	Integrated Communication Switching System
IIDS	Interactive Instructional Delivery System
IO	Instructor Orientation

ACRONYM:	MEANING:
IPG	Instructional Program Guide
ISD	Instructional Systems Design
IT	Instructional Testing, Course 10XXX
ITSC	International Training Service Center
LAWRS	Limited Aviation Weather Reporting Stations
M1FC	Model 1 Full-Capacity (AFSS)
METAR	Aeronautical Meteorological Code
MHK	Membrane Hardkey
MIS	Management Information System
MMAC	Mike Monroney Aeronautical Center
MPB	Multi-Purpose Building, Mike Monroney Aeronautical Center
MSS	Managers, Supervisors, and Staff
NACI	National Agency Check with Inquiries
NAPRS	National Airspace Performance Reporting System
NAS	National Airspace System
NEXRAD	Next Generation Radar
NOTAM	Notices to Airmen
NTSB	National Transportation Safety Board
OASIS	Operational and Supportability Implementation System
OATS	Office Automation Technology and Services

ODL	Oceanic Data Link
OE	Obstruction Evaluation
OJT	On-the-Job Training
OPF	Official Personnel File
OPM	Office of Personnel Management

ACRONYM:	MEANING:
OPS	Operations
PC	Personal Computer
PIREP	Pilot Reports
PRM	Precision Runway Monitor
PWS	Performance Work Statement
RAIM	Receiver Autonomous Integrity Monitor
RDO	Regular Day Off
RDVS	Rapid Deployment Voice Switch
RIF	Reduction In Force
RTF	Radar Training Facility, Mike Monroney Aeronautical Center
SAAS	Stand Alone Assembly System
SCT	System Configuration Terminal
SIT	Specialist in Training
STARS	Standard Terminal Arts Replacement System
TAF	Terminal Area Forecast
TAL	Transaction Application Language
TCAS	Traffic Alert and Collision Avoidance System
TDP	Training Development Plan
TDS	Task Description Sheet
TDWR	Terminal Doppler Weather Radar

TED	Touch Entry Device
TMC	Traffic Management Coordinator
TMS	Traffic Management System
TMU	Traffic Management Unit
TOTS	Tower Operator Training System

ACRONYM: MEANING:

TPR	Technical Performance Review
TPSB	Thomas P. Stafford Building, Mike Monroney Aeronautical Center
TRACON	Terminal Radar Approach Control
VDF	VHF Directional Finder
VRS	Voice Retrieval and Store System
VSCS	Voice Switching and Control System
VTABS	VSCS Training and Backup System
WINGS	Weather Information and Navigational Graphics System
WIND	Weather Information Network Display

Contract Support Requirements Projection

Information regarding the projected
Contract support requirements of AMA-500
In all currently identified labor categories
For the period October 1, 2000 through September 30, 2005

SOLELY for use in connection with the
Air Traffic Instructional Support Service Contract

DTFA -02-01-D -03699

Prepared by AMA-500 Staff

October 25, 2000

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Task 1 - Contract Management and Administration

Task 1 - Base Period Support Requirements

Subtask 1A - General Management and Administration Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 09/30/2001 - 1 Project Manager (FTE)
1 Alternate Project Manager (FTE)

Subtask 1B - Pseudo-Pilot Administration Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 09/30/2001 - No Requirements - Subject to Negotiation,

Task 1 - First Option Period Support Requirements

Subtask 1A - General Management and Administration Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 - 1 Project Manager (FTE)
1 Alternate Project Manager (FTE)

Subtask 1B - Pseudo-Pilot Administration Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 - No Requirements - Subject to Negotiation,

Task 1 – Second Option Period Support Requirements

Subtask 1A – General Management and Administration Requirements
During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 – 1 Project Manager (FTE)
1 Alternate Project Manager (FTE)

Subtask 1B – Pseudo-Pilot Administration Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 – No Requirements – Subject to Negotiation,

Task 1 – Third Option Period Support Requirements

Subtask 1A – General Management and Administration Requirements
During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 – 1 Project Manager (FTE)
1 Alternate Project Manager (FTE)

Subtask 1B – Pseudo-Pilot Administration Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 – No Requirements – Subject to Negotiation,

Task 1 – Final Option Period Support Requirements

Subtask 1A – General Management and Administration Requirements
During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 – 1 Project Manager (FTE)
1 Alternate Project Manager (FTE)

Subtask 1B – Pseudo-Pilot Administration Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 – No Requirements – Subject to Negotiation,

Task 2 – Air Traffic Division Support

Task 2 – Base Period Support Requirements

Subtask 2A – Program Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 09/30/2001 – 1 Training Materials Coordinator (FTE)
1 Training Materials Clerk (FTE)

Subtask 2B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 03/31/2001 – Total consolidated pool of 50 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)
04/01/2001 through 09/30/2001 – Total consolidated pool of 55 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 2 – First Option Period Support Requirements

Subtask 2A – Program Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 – 1 Training Materials Coordinator (FTE)
2 Training Materials Clerks (FTE)

Subtask 2B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 – Total consolidated pool of 60 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 2 – Second Option Period Support Requirements

Subtask 2A – Program Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 – 1 Training Materials Coordinator (FTE)
2 Training Materials Clerks (FTE)

Subtask 2B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 2 – Third Option Period Support Requirements

Subtask 2A – Program Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 – 1 Training Materials Coordinator (FTE)
2 Training Materials Clerks (FTE)

Subtask 2B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 2 – Final Option Period Support Requirements

Subtask 2A – Program Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 – 1 Training Materials Coordinator (FTE)
2 Training Materials Clerks (FTE)

Subtask 2B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 – Total consolidated pool of 70 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 3 - International ATC Training Support

Task 3 - Base Period Support Requirements

Subtask 3A - Instructional and Instructional Design Support Requirements
During this performance period AM A-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 10/26/2000 -	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
10/27/2000 through 12/08/2000 -	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE) 2 Instructors (Intl. En Route) (FTE)
12/08/2000 through 12/18/2000 -	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
12/18/2000 through 01/06/2001 -	NO REQUIREMENTS
01/06/2001 through 03/16/2001 -	1 Supervisor (FTE) 4 Instructors (Intl. Terminal) (FTE) 6 Instructors (Intl. En Route) (FTE)
03/16/2001 through 04/15/2001 -	NO REQUIREMENTS
04/15/2001 through 05/25/2001 -	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
05/25/2001 through 07/15/2001 -	NO REQUIREMENTS
07/15/2001 through 09/21/2001 -	1 Supervisor (FTE) 4 Instructors (Intl. Terminal) (FTE) 6 Instructors (Intl. En Route) (FTE)
09/21/2001 through 09/30/2001 -	NO REQUIREMENTS

NOTE: In addition to the requirements reflected above, Task 3 requires a number of hours approximately equivalent to 1/3 FTE, not necessarily consecutive, in each of the following three labor categories during this performance period: Education Specialist II, Desktop Publishing Technician, and Training Materials Clerk. While it may be possible to absorb the requirements within available "idle" time of other personnel in other tasks, such may not be the case.

Subtask 3B - Pseudo-Pilot Requirements

During this performance period AM A-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 03/31/2001 -	Total consolidated pool of 50 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)
04/01/2001 through 09/30/2001 -	Total consolidated pool of 55 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 3 – First Option Period Support Requirements

Subtask 3A – Instructional and Instructional Design Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 10/26/2001 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
10/27/2001 through 12/08/2001 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE) 2 Instructors (Intl. En Route) (FTE)
12/08/2001 through 12/18/2001 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
12/18/2001 through 01/05/2002 –	NO REQUIREMENTS
01/05/2002 through 02/10/2002 –	1 Supervisor (FTE) 3 Instructors (Intl. En Route) (FTE)
02/10/2002 through 02/25/2002 –	NO REQUIREMENTS
02/25/2002 through 04/01/2002 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
04/01/2002 through 05/10/2002 –	NO REQUIREMENTS
05/10/2002 through 06/30/2002 –	1 Supervisor (FTE) 3 Instructors (Intl. En Route) (FTE)
06/30/2002 through 07/15/2002 –	NO REQUIREMENTS
07/15/2002 through 09/22/2002 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
09/22/2002 through 09/30/2002 –	NO REQUIREMENTS

NOTE: In addition to the requirements reflected above, Task 3 requires a number of hours approximately equivalent to 1/3 FTE, not necessarily consecutive, in each of the following three labor categories during this performance period: Education Specialist II, Desktop Publishing Technician, and Training Materials Clerk. While it may be possible to absorb the requirement within available "idle" time of other personnel in other tasks, such may not be the case.

Subtask 3B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 – Total consolidated pool of 60 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 3 – Second Option Period Support Requirements

Subtask 3A – Instructional and Instructional Design Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 10/26/2002 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
10/27/2002 through 12/08/2002 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE) 2 Instructors (Intl. En Route) (FTE)
12/08/2002 through 12/18/2002 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
12/18/2002 through 01/05/2003 –	NO REQUIREMENTS
01/05/2003 through 02/10/2003 –	1 Supervisor (FTE) 3 Instructors (Intl. En Route) (FTE)
02/10/2003 through 02/25/2003 –	NO REQUIREMENTS
02/25/2003 through 04/01/2003 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
04/01/2003 through 05/10/2003 –	NO REQUIREMENTS
05/10/2003 through 06/30/2003 –	1 Supervisor (FTE) 3 Instructors (Intl. En Route) (FTE)
06/30/2003 through 07/15/2003 –	NO REQUIREMENTS
07/15/2003 through 09/22/2003 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
09/22/2003 through 09/30/2003 –	NO REQUIREMENTS

NOTE: In addition to the requirements reflected above, Task 3 requires a number of hours approximately equivalent to 1/3 FTE, not necessarily consecutive, in each of the following three labor categories during this performance period: Education Specialist II, Desktop Publishing Technician, and Training Materials Clerk. While it may be possible to absorb the requirement within available "idle" time of other personnel in other tasks, such may not be the case.

Subtask 3B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 3 – Third Option Period Support Requirements

Subtask 3A – Instructional and Instructional Design Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 10/26/2003 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
10/27/2003 through 12/08/2003 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE) 2 Instructors (Intl. En Route) (FTE)
12/08/2003 through 12/18/2003 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
12/18/2003 through 01/06/2004 –	NO REQUIREMENTS
01/06/2004 through 03/16/2004 –	1 Supervisor (FTE) 4 Instructors (Intl. Terminal) (FTE) 6 Instructors (Intl. En Route) (FTE)
03/16/2004 through 04/15/2004 –	NO REQUIREMENTS
04/15/2004 through 05/25/2004 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
05/25/2004 through 07/15/2004 –	NO REQUIREMENTS
07/15/2004 through 09/21/2004 –	1 Supervisor (FTE) 4 Instructors (Intl. Terminal) (FTE) 6 Instructors (Intl. En Route) (FTE)
09/21/2004 through 09/30/2004 –	NO REQUIREMENTS

NOTE: In addition to the requirements reflected above, Task 3 requires a number of hours approximately equivalent to 1/3 FTE, not necessarily consecutive, in each of the following three labor categories during this performance period: Education Specialist II, Desktop Publishing Technician, and Training Materials Clerk. While it may be possible to absorb the requirement within available "idle" time of other personnel in other tasks, such may not be the case.

Subtask 3B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 3 – Final Option Period Support Requirements

Subtask 3A – Instructional and Instructional Design Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 10/26/2004 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
10/27/2004 through 12/08/2004 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE) 2 Instructors (Intl. En Route) (FTE)
12/08/2004 through 12/18/2004 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
12/18/2004 through 01/05/2005 –	NO REQUIREMENTS
01/05/2005 through 02/10/2005 –	1 Supervisor (FTE) 3 Instructors (Intl. En Route) (FTE)
02/10/2005 through 02/25/2005 –	NO REQUIREMENTS
02/25/2005 through 04/01/2005 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
04/01/2005 through 05/10/2005 –	NO REQUIREMENTS
05/10/2005 through 06/30/2005 –	1 Supervisor (FTE) 3 Instructors (Intl. En Route) (FTE)
06/30/2005 through 07/15/2005 –	NO REQUIREMENTS
07/15/2005 through 09/22/2005 –	1 Supervisor (FTE) 2 Instructors (Intl. Terminal) (FTE)
09/22/2005 through 09/30/2005 –	NO REQUIREMENTS

NOTE: In addition to the requirements reflected above, Task 3 requires a number of hours approximately equivalent to 1/3 FTE, not necessarily consecutive, in each of the following three labor categories during this performance period: Education Specialist II, Desktop Publishing Technician, and Training Materials Clerk. While it may be possible to absorb the requirement within available "idle" time of other personnel in other tasks, such may not be the case.

Subtask 3B – Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 – Total consolidated pool of 70 pilots recommended - see Attachment 1 for detailed requirements. (no special certification requirements for this subtask)

Task 10 - Initial Training Branch Instructional Design Support

Task 10 - Base Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 09/30/2001 -
- 1 Supervisor (FTE) (additional subject to negotiation)
 - 3 Instructors (TERMINAL SME) (FTE)
 - 1 Instructor (ENROUTE SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 2 Education Specialists (FTE)
 - 4 Desktop Publishing Technicians (FTE)

Task 10 - First Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2001 through 09/30/2002 -
- 1 Supervisor (FTE) (additional subject to negotiation)
 - 3 Instructors (TERMINAL SME) (FTE)
 - 1 Instructor (ENROUTE SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 2 Education Specialists (FTE)
 - 4 Desktop Publishing Technicians (FTE)

Task 10 - Second Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2002 through 09/30/2003 -
- 1 Supervisor (FTE) (additional subject to negotiation)
 - 3 Instructors (TERMINAL SME) (FTE)
 - 1 Instructor (ENROUTE SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 2 Education Specialists (FTE)
 - 4 Desktop Publishing Technicians (FTE)

Task 10 - Third Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2003 through 09/30/2004 -
- 1 Supervisor (FTE) (additional subject to negotiation)
 - 3 Instructors (TERMINAL SME) (FTE)
 - 1 Instructor (ENROUTE SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 2 Education Specialists (FTE)
 - 4 Desktop Publishing Technicians (FTE)

Task 10 - Final Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2004 through 09/30/2005 -
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 3 Instructors (TERMINAL SME) (FTE)
 - 1 Instructor (ENROUTE SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 2 Education Specialists (FTE)
 - 4 Desktop Publishing Technicians (FTE)

Task 11 - En Route Training Section Instruction Support

Task 11 - Base Period Support Requirements

Subtask 11A - En Route Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 10/04/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2000 through 10/20/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/21/2000 through 11/15/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
11/16/2000 through 03/15/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2001 through 03/25/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2001 through 04/14/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/15/2001 through 05/07/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/08/2001 through 09/15/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/16/2001 through 09/30/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 11B - En Route Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 03/31/2001 -	Total consolidated pool of 50 pilots recommended - see Attachment 1 for detailed requirements. (25 pilots to be certified for all areas in this subtask)
04/01/2001 through 09/30/2001 -	Total consolidated pool of 55 pilots recommended - see Attachment 1 for detailed requirements. (28 pilots to be certified for all areas in this subtask)

Task 11 - First Option Period Support Requirements

Subtask 11A - En Route Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 10/04/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2001 through 10/20/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/21/2001 through 11/15/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
11/16/2001 through 03/15/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2002 through 03/25/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2002 through 04/14/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/15/2002 through 05/07/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/08/2002 through 09/15/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/16/2002 through 09/30/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 11B - En Route Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 - Total consolidated pool of 60 pilots recommended - see Attachment 1 for detailed requirements. (30 pilots to be certified for all areas in this subtask)

Task 11 - Second Option Period Support Requirements

Subtask 11A - En Route Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 10/04/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2002 through 10/20/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/21/2002 through 11/15/2002 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
11/16/2002 through 03/15/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2003 through 03/25/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2003 through 04/14/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/15/2003 through 05/07/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/08/2003 through 09/15/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/16/2003 through 09/30/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 11B - En Route Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 - Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (30 pilots to be certified for all areas in this subtask)

Task 11 - Third Option Period Support Requirements

Subtask 11A - En Route Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 10/04/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2003 through 10/20/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/21/2003 through 11/15/2003 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
11/16/2003 through 03/15/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2004 through 03/25/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2004 through 04/14/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/15/2004 through 05/07/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/08/2004 through 09/15/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/16/2004 through 09/30/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 11B - En Route Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 - Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (32 pilots to be certified for all areas in this subtask)

Task 11 - Final Option Period Support Requirements

Subtask 11A - En Route Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 10/04/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2004 through 10/20/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/21/2004 through 11/15/2004 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
11/16/2004 through 03/15/2005 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2005 through 03/25/2005 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2005 through 04/14/2005 -	1 Supervisor (FTE) (additional subject to negotiation) 9 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/15/2005 through 05/07/2005 -	1 Supervisor (FTE) (additional subject to negotiation) 12 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/08/2005 through 09/15/2005 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/16/2005 through 09/30/2005 -	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (EN ROUTE ATC) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 11B - En Route Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 - Total consolidated pool of 70 pilots recommended - see Attachment 1 for detailed requirements. (35 pilots to be certified for all areas in this subtask)

Task 12 - Term inalRADAR Training Section Instruction Support

Task 12 - Base Period Support Requirements

Subtask 12A - Term inalTraining Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 10/04/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERM INAL RADAR) (FTE)
10/05/2000 through 10/20/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERM INAL RADAR) (FTE)
10/21/2000 through 10/30/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERM INAL RADAR) (FTE)
11/01/2000 through 11/20/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERM INAL RADAR) (FTE)
11/21/2000 through 11/27/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERM INAL RADAR) (FTE)
11/28/2000 through 12/15/2000 -	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERM INAL RADAR) (FTE)
12/16/2000 through 01/15/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERM INAL RADAR) (FTE)
01/16/2001 through 02/15/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERM INAL RADAR) (FTE)
02/16/2001 through 02/20/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERM INAL RADAR) (FTE)
02/21/2001 through 03/25/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERM INAL RADAR) (FTE)
03/26/2001 through 04/15/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERM INAL RADAR) (FTE)
04/16/2001 through 04/22/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERM INAL RADAR) (FTE)
04/23/2001 through 05/20/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERM INAL RADAR) (FTE)
05/21/2001 through 05/28/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERM INAL RADAR) (FTE)
05/29/2001 through 06/07/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERM INAL RADAR) (FTE)
06/08/2001 through 07/10/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERM INAL RADAR) (FTE)
07/11/2001 through 07/28/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERM INAL RADAR) (FTE)
07/29/2001 through 08/20/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERM INAL RADAR) (FTE)
08/21/2001 through 09/01/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERM INAL RADAR) (FTE)
09/02/2001 through 09/30/2001 -	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERM INAL RADAR) (FTE)

Task 12 - Base Period Support Requirements (continued)

Subtask 12B - Terminal Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2000 through 03/31/2001 - Total consolidated pool of 50 pilots recommended - see Attachment 1 for detailed requirements. (all pilots to be certified for lab, 30 for classroom in this subtask)

04/01/2001 through 09/30/2001 - Total consolidated pool of 55 pilots recommended - see Attachment 1 for detailed requirements. (all pilots to be certified for lab, 30 for classroom in this subtask)

Task 12 – First Option Period Support Requirements

Subtask 12A – Terminal Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 10/04/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERMINAL RADAR) (FTE)
10/05/2001 through 10/20/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERMINAL RADAR) (FTE)
10/21/2001 through 10/30/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERMINAL RADAR) (FTE)
11/01/2001 through 11/20/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
11/21/2001 through 11/27/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
11/28/2001 through 12/15/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERMINAL RADAR) (FTE)
12/16/2001 through 01/15/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERMINAL RADAR) (FTE)
01/16/2002 through 02/15/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
02/16/2002 through 02/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
02/21/2002 through 03/25/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERMINAL RADAR) (FTE)
03/26/2002 through 04/15/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
04/16/2002 through 04/22/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERMINAL RADAR) (FTE)
04/23/2002 through 05/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
05/21/2002 through 05/28/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
05/29/2002 through 06/07/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERMINAL RADAR) (FTE)
06/08/2002 through 07/10/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 16 Instructors (TERMINAL RADAR) (FTE)
07/11/2002 through 07/28/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
07/29/2002 through 08/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
08/21/2002 through 09/01/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 5 Instructors (TERMINAL RADAR) (FTE)
09/02/2002 through 09/30/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)

Subtask 12B – Terminal Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 – Total consolidated pool of 60 pilots recommended - see Attachment 1 for detailed requirements. (all pilots to be certified for lab, 30 for classroom in this subtask)

Task 12 – Second Option Period Support Requirements

Subtask 12A – Terminal Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 10/04/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 6 Instructors (TERMINAL RADAR) (FTE)
10/05/2002 through 10/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 17 Instructors (TERMINAL RADAR) (FTE)
10/21/2002 through 10/30/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 6 Instructors (TERMINAL RADAR) (FTE)
11/01/2002 through 11/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 20 Instructors (TERMINAL RADAR) (FTE)
11/21/2002 through 11/27/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
11/28/2002 through 12/15/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 17 Instructors (TERMINAL RADAR) (FTE)
12/17/2002 through 01/15/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 6 Instructors (TERMINAL RADAR) (FTE)
01/17/2003 through 02/15/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 20 Instructors (TERMINAL RADAR) (FTE)
02/17/2003 through 02/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
02/21/2003 through 03/25/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 17 Instructors (TERMINAL RADAR) (FTE)
03/26/2003 through 04/15/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 20 Instructors (TERMINAL RADAR) (FTE)
04/17/2003 through 04/22/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 6 Instructors (TERMINAL RADAR) (FTE)
04/23/2003 through 05/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 20 Instructors (TERMINAL RADAR) (FTE)
05/21/2003 through 05/28/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
05/29/2003 through 06/07/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 6 Instructors (TERMINAL RADAR) (FTE)
06/08/2003 through 07/10/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 17 Instructors (TERMINAL RADAR) (FTE)
07/11/2003 through 07/28/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
07/29/2003 through 08/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 20 Instructors (TERMINAL RADAR) (FTE)
08/21/2003 through 09/01/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 6 Instructors (TERMINAL RADAR) (FTE)
09/02/2003 through 09/30/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 20 Instructors (TERMINAL RADAR) (FTE)

Subtask 12B – Terminal Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (all pilots to be certified for lab, 30 for classroom in this subtask)

Task 12 – Third Option Period Support Requirements

Subtask 12A – Terminal Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 10/04/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
10/05/2003 through 10/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
10/21/2003 through 10/30/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
11/01/2003 through 11/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
11/21/2003 through 11/27/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
11/28/2003 through 12/15/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
12/18/2003 through 01/15/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
01/18/2004 through 02/15/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
02/18/2004 through 02/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
02/21/2004 through 03/25/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
03/26/2004 through 04/15/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
04/18/2004 through 04/22/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
04/23/2004 through 05/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
05/21/2004 through 05/28/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
05/29/2004 through 06/07/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
06/08/2004 through 07/10/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
07/11/2004 through 07/28/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
07/29/2004 through 08/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
08/21/2004 through 09/01/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
09/02/2004 through 09/30/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)

Subtask 12B – Terminal Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (all pilots to be certified for lab, 30 for classroom in this subtask)

Task 12 – Final Option Period Support Requirements

Subtask 12A – Terminal Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 10/04/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
10/05/2004 through 10/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
10/21/2004 through 10/30/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
11/01/2004 through 11/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
11/21/2004 through 11/27/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
11/28/2004 through 12/15/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
12/18/2004 through 01/15/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
01/18/2005 through 02/15/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
02/18/2005 through 02/20/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
02/21/2005 through 03/25/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
03/26/2005 through 04/15/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
04/18/2005 through 04/22/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
04/23/2005 through 05/20/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
05/21/2005 through 05/28/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
05/29/2005 through 06/07/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
06/08/2005 through 07/10/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 18 Instructors (TERMINAL RADAR) (FTE)
07/11/2005 through 07/28/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 2 Instructors (TERMINAL RADAR) (FTE)
07/29/2005 through 08/20/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)
08/21/2005 through 09/01/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 7 Instructors (TERMINAL RADAR) (FTE)
09/02/2005 through 09/30/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 21 Instructors (TERMINAL RADAR) (FTE)

Subtask 12B – Terminal Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 – Total consolidated pool of 70 pilots recommended - see Attachment 1 for detailed requirements. (all pilots to be certified for lab, 35 for classroom in this subtask)

Task 13 - Tower Cab Training Section Instruction Support

Task 13 - Base Period Support Requirements

Subtask 13A - Tower Cab Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 10/04/2000 - 1 Supervisor (FTE) (additional subject to negotiation)
4 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 10/05/2000 through 12/20/2000 - 1 Supervisor (FTE) (additional subject to negotiation)
15 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 12/21/2000 through 01/15/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
4 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 01/16/2001 through 03/15/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
15 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 03/16/2001 through 03/25/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
4 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 03/26/2001 through 04/22/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
15 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 04/23/2001 through 05/20/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
1 Instructor (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 05/21/2001 through 07/10/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
15 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 07/11/2001 through 07/21/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
1 Instructor (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 07/22/2001 through 09/20/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
15 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)
- 09/21/2001 through 09/30/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
4 Instructors (BASIC TERM INAL) (FTE)
1 Instructor (BASIC AV IATION) (FTE)

Subtask 13B - Tower Cab Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 03/31/2001 - Total consolidated pool of 50 pilots recommended - see Attachment 1 for detailed requirements. (4 pilots to be certified for each area in this subtask)
- 04/01/2001 through 09/30/2001 - Total consolidated pool of 55 pilots recommended - see Attachment 1 for detailed requirements. (4 pilots to be certified for each area in this subtask)

Task 13 – First Option Period Support Requirements

Subtask 13A – Tower Cab Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 10/04/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2001 through 12/20/2001 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
12/21/2001 through 01/15/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
01/16/2002 through 03/15/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2002 through 03/25/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2002 through 04/22/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/23/2002 through 05/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/21/2002 through 07/10/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
07/11/2002 through 07/21/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
07/22/2002 through 09/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/21/2002 through 09/30/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 13B – Tower Cab Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2001 through 09/30/2002 – Total consolidated pool of 60 pilots recommended - see Attachment 1 for detailed requirements. (4 pilots to be certified for each area in this subtask)

Task 13 – Second Option Period Support Requirements

Subtask 13A – Tower Cab Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 10/04/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2002 through 12/20/2002 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
12/21/2002 through 01/15/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
01/16/2003 through 03/15/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2003 through 03/25/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2003 through 04/22/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/23/2003 through 05/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/21/2003 through 07/10/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
07/11/2003 through 07/21/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
07/22/2003 through 09/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/21/2003 through 09/30/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 13B – Tower Cab Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2002 through 09/30/2003 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (4 pilots to be certified for each area in this subtask)

Task 13 – Third Option Period Support Requirements

Subtask 13A – Tower Cab Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 10/04/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2003 through 12/20/2003 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
12/21/2003 through 01/15/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
01/16/2004 through 03/15/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2004 through 03/25/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2004 through 04/22/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/23/2004 through 05/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/21/2004 through 07/10/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
07/11/2004 through 07/21/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE)
07/22/2004 through 09/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/21/2004 through 09/30/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 13B – Tower Cab Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2003 through 09/30/2004 – Total consolidated pool of 65 pilots recommended - see Attachment 1 for detailed requirements. (4 pilots to be certified for each area in this subtask)

Task 13 – Final Option Period Support Requirements

Subtask 13A – Tower Cab Training Instructor Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 10/04/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
10/05/2004 through 12/20/2004 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
12/21/2004 through 01/15/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
01/16/2005 through 03/15/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/16/2005 through 03/25/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
03/26/2005 through 04/22/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
04/23/2005 through 05/20/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
05/21/2005 through 07/10/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
07/11/2005 through 07/21/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 1 Instructor (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
07/22/2005 through 09/20/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 15 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)
09/21/2005 through 09/30/2005 –	1 Supervisor (FTE) (additional subject to negotiation) 4 Instructors (BASIC TERMINAL) (FTE) 1 Instructor (BASIC AVIATION) (FTE)

Subtask 13B – Tower Cab Training Pseudo-Pilot Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

10/01/2004 through 09/30/2005 – Total consolidated pool of 70 pilots recommended - see Attachment 1 for detailed requirements. (5 pilots to be certified for each area in this subtask)

Task 14 - Flight Service Training Section Instruction Support

Task 14 - Base Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 09/30/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
2 Instructors (METEOROLOGY) (FTE)
7 Instructors (FLIGHT SERVICE) (FTE)

Task 14 - First Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2001 through 02/28/2002 - 1 Supervisor (FTE) (additional subject to negotiation)
2 Instructors (METEOROLOGY) (FTE)
8 Instructors (FLIGHT SERVICE) (FTE)
- 03/01/2002 through 09/30/2002 - 1 Supervisor (FTE) (additional subject to negotiation)
3 Instructors (METEOROLOGY) (FTE)
8 Instructors (FLIGHT SERVICE) (FTE)

Task 14 - Second Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2002 through 10/31/2002 - 1 Supervisor (FTE) (additional subject to negotiation)
4 Instructors (METEOROLOGY) (FTE)
8 Instructors (FLIGHT SERVICE) (FTE)
- 11/01/2002 through 09/30/2003 - 1 Supervisor (FTE) (additional subject to negotiation)
4 Instructors (METEOROLOGY) (FTE)
9 Instructors (FLIGHT SERVICE) (FTE)

Task 14 - Third Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2003 through 09/30/2004 - 1 Supervisor (FTE) (additional subject to negotiation)
4 Instructors (METEOROLOGY) (FTE)
9 Instructors (FLIGHT SERVICE) (FTE)

Task 14 - Final Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2004 through 09/30/2005 - 1 Supervisor (FTE) (additional subject to negotiation)
5 Instructors (METEOROLOGY) (FTE)
9 Instructors (FLIGHT SERVICE) (FTE)

Task 20 - Specialized Training Branch Instructional Design Support

Task 20 - Base Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 06/30/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
2 ISD Specialists (FTE)
2 Desktop Publishing Technicians (FTE)
- 07/01/2001 through 09/30/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
2 ISD Specialists (FTE)
3 Desktop Publishing Technicians (FTE)

Task 20 - First Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2001 through 09/30/2002 - 1 Supervisor (FTE) (additional subject to negotiation)
2 ISD Specialists (FTE)
3 Desktop Publishing Technicians (FTE)

Task 20 - Second Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2002 through 12/31/2002 - 1 Supervisor (FTE) (additional subject to negotiation)
2 ISD Specialists (FTE)
1 Education Specialist (FTE)
3 Desktop Publishing Technicians (FTE)
- 01/01/2003 through 09/30/2003 - 1 Supervisor (FTE) (additional subject to negotiation)
2 ISD Specialists (FTE)
2 Education Specialists (FTE)
3 Desktop Publishing Technicians (FTE)

Task 20 - Third Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2003 through 09/30/2004 - 1 Supervisor (FTE) (additional subject to negotiation)
2 ISD Specialists (FTE)
2 Education Specialists (FTE)
2 Desktop Publishing Technicians (FTE)

Task 20 - Final Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2004 through 01/31/2005 -
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 2 ISD Specialists (FTE)
 - 2 Education Specialists (FTE)
 - 2 Desktop Publishing Technicians (FTE)
- 02/01/2005 through 07/31/2005 -
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 2 ISD Specialists (FTE)
 - 1 Education Specialist (FTE)
 - 3 Desktop Publishing Technicians (FTE)
- 08/01/2005 through 09/30/2005 -
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 2 ISD Specialists (FTE)
 - 1 Education Specialist (FTE)
 - 2 Desktop Publishing Technicians (FTE)

Task 21 - Staff Training Section Instruction Support

Task 21 - Base Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 09/30/2001 - 1 Supervisor (FTE) (additional subject to negotiation)
1 Instructor (QUALITY ASSURANCE) (FTE)
1 Instructor (MANAGEMENT) (FTE)
2 Instructors (TRAINING ADMINISTRATION) (FTE)

Task 21 - First Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2001 through 07/15/2002 - 1 Supervisor (FTE) (additional subject to negotiation) - 1
1 Instructor (QUALITY ASSURANCE) (FTE)
1 Instructor (MANAGEMENT) (FTE)
2 Instructors (TRAINING ADMINISTRATION) (FTE)
- 07/16/2002 through 09/30/2002 - 1 Supervisor (FTE) (additional subject to negotiation) - 1
2 Instructors (QUALITY ASSURANCE) (FTE)
1 Instructor (MANAGEMENT) (FTE)
2 Instructors (TRAINING ADMINISTRATION) (FTE)

Task 21 - Second Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2002 through 09/30/2003 - 1 Supervisor (FTE) (additional subject to negotiation) - 1
2 Instructors (QUALITY ASSURANCE) (FTE)
1 Instructor (MANAGEMENT) (FTE)
2 Instructors (TRAINING ADMINISTRATION) (FTE)

Task 21 - Third Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2003 through 03/31/2004 - 1 Supervisor (FTE) (additional subject to negotiation) - 1
2 Instructors (QUALITY ASSURANCE) (FTE)
2 Instructors (MANAGEMENT) (FTE)
2 Instructors (TRAINING ADMINISTRATION) (FTE)
- 04/01/2003 through 09/30/2004 - 1 Supervisor (FTE) (additional subject to negotiation) - 1
2 Instructors (QUALITY ASSURANCE) (FTE)
2 Instructors (MANAGEMENT) (FTE)
3 Instructors (TRAINING ADMINISTRATION) (FTE)

Task 21 - Final Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2004 through 09/30/2005 -
 - 1 Supervisor (FTE) (additional subject to negotiation) - 1
 - 2 Instructors (QUALITY ASSURANCE) (FTE)
 - 2 Instructors (MANAGEMENT) (FTE)
 - 3 Instructors (TRAINING ADMINISTRATION) (FTE)

Task 22 - Operations Training Section Instruction Support

Task 22 - Base Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 09/30/2001 -
- 1 Supervisor (FTE) (additional subject to negotiation)
 - 2 Instructors (AIRSPACE) (FTE)
 - 2 Instructors (OBSTRUCTION EVALUATION) (FTE)
 - 3 Instructors (TRAFFIC MANAGEMENT) (FTE)
 - 1 Instructor (SYSTEM ADMINISTRATION -TMU) (FTE)
 - 2 Instructors (ARTS IIA) (FTE)
 - 2 Instructors (ARTS IIIA) (FTE)

Task 22 - First Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2001 through 04/30/2002 -
- 1 Supervisor (FTE) (additional subject to negotiation) - 1
 - 2 Instructors (AIRSPACE) (FTE)
 - 2 Instructors (OBSTRUCTION EVALUATION) (FTE)
 - 3 Instructors (TRAFFIC MANAGEMENT) (FTE)
 - 1 Instructor (SYSTEM ADMINISTRATION -TMU) (FTE)
 - 2 Instructors (ARTS IIA) (FTE)
 - 2 Instructors (ARTS IIIA) (FTE)
- 05/01/2002 through 09/30/2002 -
- 1 Supervisor (FTE) (additional subject to negotiation) - 1
 - 2 Instructors (AIRSPACE) (FTE)
 - 2 Instructors (OBSTRUCTION EVALUATION) (FTE)
 - 4 Instructors (TRAFFIC MANAGEMENT) (FTE)
 - 1 Instructor (SYSTEM ADMINISTRATION -TMU) (FTE)
 - 2 Instructors (ARTS IIA) (FTE)
 - 2 Instructors (ARTS IIIA) (FTE)

Task 22 - Second Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2002 through 11/15/2002 -
- 1 Supervisor (FTE) (additional subject to negotiation) - 1
 - 2 Instructors (AIRSPACE) (FTE)
 - 2 Instructors (OBSTRUCTION EVALUATION) (FTE)
 - 4 Instructors (TRAFFIC MANAGEMENT) (FTE)
 - 1 Instructor (SYSTEM ADMINISTRATION -TMU) (FTE)
 - 2 Instructors (ARTS IIA) (FTE)
 - 2 Instructors (ARTS IIIA) (FTE)
- 11/16/2002 through 09/30/2003 -
- 1 Supervisor (FTE) (additional subject to negotiation) - 1
 - 2 Instructors (AIRSPACE) (FTE)
 - 2 Instructors (OBSTRUCTION EVALUATION) (FTE)
 - 5 Instructors (TRAFFIC MANAGEMENT) (FTE)
 - 1 Instructor (SYSTEM ADMINISTRATION -TMU) (FTE)
 - 2 Instructors (ARTS IIA) (FTE)
 - 2 Instructors (ARTS IIIA) (FTE)

Task 22 - Third Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2003 through 09/30/2004 -
- 1 Supervisor (FTE) (additional subject to negotiation) - 1
 - 2 Instructors (AIRSPACE) (FTE)
 - 2 Instructors (OBSTRUCTION EVALUATION) (FTE)
 - 5 Instructors (TRAFFIC MANAGEMENT) (FTE)
 - 1 Instructor (SYSTEM ADMINISTRATION -TMU) (FTE)
 - 2 Instructors (ARTS IIA) (FTE)
 - 2 Instructors (ARTS IIIA) (FTE)

Task 22 - Final Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2004 through 09/30/2005 -
- 1 Supervisor (FTE) (additional subject to negotiation) - 1
 - 2 Instructors (AIRSPACE) (FTE)
 - 2 Instructors (OBSTRUCTION EVALUATION) (FTE)
 - 5 Instructors (TRAFFIC MANAGEMENT) (FTE)
 - 2 Instructors (SYSTEM ADMINISTRATION -TMU) (FTE)
 - 2 Instructors (ARTS IIA) (FTE)
 - 2 Instructors (ARTS IIIA) (FTE)

Task 30 - System Support Branch Instructional Design Support

Task 30 - Base Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2000 through 04/30/2001 –
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 1 Instructor (TERMINAL SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 1 Computer Systems Analyst (FTE)
 - 1 Programmers II (FTE)
 - 4 Programmers I (FTE)
 - 1 Graphics Artist (FTE)
 - 3 Desktop Publishing Technicians (FTE)
- 05/01/2001 through 09/30/2001 –
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 1 Instructor (TERMINAL SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 1 Computer Systems Analyst (FTE)
 - 1 Programmer III (FTE)
 - 1 Programmers II (FTE)
 - 3 Programmers I (FTE)
 - 1 Graphics Artist (FTE)
 - 3 Desktop Publishing Technicians (FTE)

Task 30 - First Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2001 through 12/31/2001 –
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 1 Instructor (TERMINAL SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 1 Computer Systems Analyst (FTE)
 - 1 Programmer III (FTE)
 - 1 Programmers II (FTE)
 - 3 Programmers I (FTE)
 - 1 Graphics Artist (FTE)
 - 3 Desktop Publishing Technicians (FTE)
- 01/01/2002 through 09/30/2002 –
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 1 Instructor (TERMINAL SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 1 Computer Systems Analyst (FTE)
 - 1 Programmer III (FTE)
 - 2 Programmers II (FTE)
 - 2 Programmers I (FTE)
 - 1 Graphics Artist (FTE)
 - 3 Desktop Publishing Technicians (FTE)

Task 30 – Second Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2002 through 09/30/2003 –
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 1 Instructor (TERMINAL SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 1 Computer Systems Analyst (FTE)
 - 1 Programmer III (FTE)
 - 3 Programmers II (FTE)
 - 1 Programmer I (FTE)
 - 1 Graphics Artist (FTE)
 - 3 Desktop Publishing Technicians (FTE)

Task 30 – Third Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2003 through 09/30/2004 –
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 1 Instructor (TERMINAL SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 1 Computer Systems Analyst (FTE)
 - 1 Programmer III (FTE)
 - 3 Programmers II (FTE)
 - 1 Programmer I (FTE)
 - 1 Graphics Artist (FTE)
 - 3 Desktop Publishing Technicians (FTE)

Task 30 – Final Option Period Support Requirements

During this performance period AM A -500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

- 10/01/2004 through 09/30/2005 –
 - 1 Supervisor (FTE) (additional subject to negotiation)
 - 1 Instructor (TERMINAL SME) (FTE)
 - 2 ISD Specialists (FTE)
 - 1 Computer Systems Analyst (FTE)
 - 1 Programmer III (FTE)
 - 4 Programmers II (FTE)
 - 1 Graphics Artist (FTE)
 - 3 Desktop Publishing Technicians (FTE)

Attachment 1 – Consolidated Pseudo Pilot Support Requirements

OCTOBER ,
2000

OCTOBER, 2000	10/01/00	10/02/00	10/03/00	10/04/00	10/05/00	10/06/00	10/07/00	10/08/00	10/09/00	10/10/00	10/11/00	10/12/00	10/13/00	10/14/00	10/15/00	10/16/00	10/17/00	10/18/00	10/19/00	10/20/00	10/21/00	10/22/00	10/23/00	10/24/00	10/25/00	10/26/00	10/27/00	10/28/00	10/29/00	10/30/00	10/31/00	Solicitation Projection
Task 1 Trainee (day)																																Task 1 Trainee (day)
Task 1 Trainer (day)																																Task 1 Trainer (day)
Task 1 Other		1	0	0	0	0				1	0	0	0			1	0	0	0	0			1	0	0	0	0			1	0	Task 1 Other
Tsk 2 (CAM I) (day)		2	2	2	2	2																										Tsk 2 (CAM I) (day)
Tsk 3 (IntL) (day)																																Tsk 3 (IntL) (day)
Tsk 11 Lab (day)		0	0	0	0	0				10	10	8	8			8	8	14	14	14			14	14	14	14	14			12	0	Tsk 11 Lab (day)
Tsk 11 IDS (day)			0	0	0	0				0	0	0	0			0	0	0	0	0			0			0	0			0	0	Tsk 11 IDS (day)
Tsk 11 SystSupt (day)																																Tsk 11 SystSupt (day)
Supervisor (day)										1	1	1	1			1	1	1	1	1			1	1	1	1	1			1		Supervisor (day)
Tsk 12 Lab (day)		16	16	16	16	16				16	16	16						24	24	24			12	12	12	12	12			24	24	Tsk 12 Lab (day)
Tsk 12 IDS (day)					0	12				12	12	12	12			12	12							0	9	9	9			9	9	Tsk 12 IDS (day)
Tsk 12 SystSupt (day)		4									0																					Tsk 12 SystSupt (day)
Supervisor (day)		1	1	1	1	1				1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	Supervisor (day)
Tsk 13 (day)																2	2	2	2	2			2	2	2	2	2			2	2	Tsk 13 (day)
Tsk 13 SystSupt (day)																																Tsk 13 SystSupt (day)
Task 1 Trainee (eve)																																Task 1 Trainee (eve)
Task 1 Trainer (eve)																																Task 1 Trainer (eve)
Tsk 2 (CAM I) (eve)																																Tsk 2 (CAM I) (eve)
Tsk 3 (IntL) (eve)																																Tsk 3 (IntL) (eve)
Tsk 11 Lab (eve)																																Tsk 11 Lab (eve)
Tsk 11 IDS (eve)																																Tsk 11 IDS (eve)
Tsk 11 SystSupt (eve)																																Tsk 11 SystSupt (eve)
Supervisor (eve)																																Supervisor (eve)
Tsk 12 Lab (eve)		0	0	0	0	0				0	0					0	0	0	0	0			12	12	12	12	12			0	0	Tsk 12 Lab (eve)
Tsk 12 IDS (eve)					0	0				0	0	0	0			0										0	0			0	0	Tsk 12 IDS (eve)
Tsk 12 SystSupt (eve)																																Tsk 12 SystSupt (eve)
Supervisor (eve)																							1	1	1	1	1					Supervisor (eve)
Tsk 13 (eve)																																Tsk 13 (eve)
Tsk 13 SystSupt (eve)																																Tsk 13 SystSupt (eve)
TotalTsk 1		1	0	0	0	0				1	0	0	0			1	0	0	0	0			1	0	0	0	0			1	0	TotalTsk 1
TotalTsk 2		2	2	2	2	2				0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	TotalTsk 2
TotalTsk 3		0	0	0	0	0				0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	TotalTsk 3
TotalTsk 11		0	0	0	0	0				11	11	9	9			9	9	15	15	15			15	15	15	15	15			13	0	TotalTsk 11
TotalTsk 12		21	17	17	17	29				29	29	29	13			13	13	25	25	25			26	26	35	35	35			34	34	TotalTsk 12
TotalTsk 13		0	0	0	0	0				0	0	0	0			2	2	2	2	2			2	2	2	2	2			2	2	TotalTsk 13
TOTAL DAY RQMT		24	19	19	19	31				41	40	38	22			25	24	42	42	42			31	30	39	39	39			50	36	TOTAL DAY RQMT
TOTAL EVE RQMT		0	0	0	0	0				0	0	0	0			0	0	0	0	0			13	13	13	13	13			0	0	TOTAL EVE RQMT
GRAND TOTAL		24	19	19	19	31				41	40	38	22			25	24	42	42	42			44	43	52	52	52			50	36	GRAND TOTAL

NOTES :

Contract Task/Subtask Descriptions

Information regarding the description of
And unique features of
Active tasks and subtasks;

for use in connection with the
Air Traffic Instructional Support Service Contract

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Prepared by the AMA-500 Staff

April 17, 2000

Revisions

Revision No.: _____

Date:

Nature of Change(s):

Rev. 1

04/17/00

Add a paragraph to each task description to indicate the FAA's determination as to whether the support positions in the task are candidates for variable support.

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Task 1 - Contract Management and Administration

Scope of the Task.

The contractor shall furnish a Project Manager and Alternate Project Manager, who will be responsible for providing oversight and management of all contract personnel, with the exception of Pseudo-Pilots, employed in direct support of this contract. The contractor shall also furnish any additional clerical, administrative, and managerial positions required for the administration of this contract, and which are proposed at direct cost to this contract. This task includes two subtasks, described below.

Subtask 1A - General Management and Administration

The contractor shall furnish those management clerical, administrative, and managerial positions required to effectively administer all tasks and subtasks under this contract, with the exception of those special administrative functions exclusive to subtasks involving Pseudo-Pilots, and which are proposed at direct cost to this contract. Positions other than Project Manager and Alternate Project Manager shall be subject to negotiation.

Subtask 1B - Pseudo-Pilot Administration

The contractor shall furnish those clerical, administrative, and managerial positions required to effectively administer those subtasks under this contract involving Pseudo-Pilot support, and which are proposed at direct cost to this contract. These positions shall be subject to negotiation.

Dedicated Contract Management

Both the Project Manager and Alternate Project Manager shall be fully dedicated to this contract, and shall not be utilized by the contractor in support of other activities without the express approval of the CO, or the COR.

Contract Management Authority

Both the Project Manager and Alternate Project Manager shall have full authority to act on behalf of the contractor, and any limitations to this authority must be clearly indicated in the contractor's proposal.

Time of Work:

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

Evening Shift Work:

With the exception of those instances where support in this task is necessitated by activities in other tasks, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule:

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS schedules by the contractor ensures task requirements will take precedence over work schedule preferences.

Travel

Support under this contract occasionally requires contract personnel to travel as part of their normal assigned duties. Such travel, when required, will almost exclusively be within the confines of the territories and possessions of the United States, but may also be to other countries. Reimbursement of travel expenses will be in accordance with provisions found elsewhere in this document.

Nature of Support Required

The FAA does not consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor may propose such a plan, but it shall be subject to negotiation.

Tasking Communication :

FAA requirements in this task, namely the Project Manager and Alternate Project Manager positions, are expected to remain constant throughout the life of this contract under normal circumstances. Whatever other positions are requested by the contractor and approved through negotiations with the Government will likewise be expected to remain as constant requirements. All of these positions must nevertheless be subject to additional negotiation in the event changes arise in the projected workload of the other tasks under this contract. Therefore, a Task Description Sheet shall be prepared for each subtask each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

Task 2 – Air Traffic Division Program Support

Scope of the Task .

The contractor shall furnish instructors and instructional support personnel required to assist in activities supporting the Air Traffic Division (AMA-500) in the management of the overall training program which do not fall clearly within the scope of any of the other tasks under this contract. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This task includes two subtasks, described below.

Subtask 2A – Program Support.

The contractor shall furnish instructors and instructional support personnel, with the exception of Pseudo-Pilots, required to assist in activities supporting the Air Traffic Division (AMA-500) in the management of the overall training program which do not fall clearly within the scope of any of the other tasks under this contract. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

Subtask 2B – Pseudo-Pilot Support

The contractor shall furnish instructional support personnel (Pseudo-Pilots) required to assist in activities within the scope of the training program managed by the Air Traffic Division (AMA-500) which do not tie directly to specific courses supported under other tasks. Examples of such activity would include, but need not be limited to, such activities as conducting human factors testing in conjunction with the Civil Aeromedical Institute's Human Resources Research Division (AAM-500).

Time of Work :

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task

Pseudo-Pilot Support

Subtask 2B of this task utilizes pseudo-pilot support in only limited portions of classes. Pseudo-pilots will only be required on an intermittent, part-time basis in this subtask.

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication:

Support requirements for this task will be communicated using two distinctly different documents. The first will be a Task Description Sheet, which shall be prepared each performance period. The other will be a Pseudo-Pilot Requirements Schedule, which will reflect pilot requirements for all Tasks and Subtasks. Each of these documents shall be subject to revision as needed.

Pseudo-Pilot Requirements Schedule

While the information presented in each period's Task Description Sheet may provide sufficient detail to allow for such activities as long-term planning and budget preparation, it is not sufficient for daily pilot scheduling. Accordingly, this information will be supplemented by monthly Pilot Requirement Schedules, maintained and distributed by the COR. These schedules will depict the daily pilot support requirements for the entire contract, broken down by task and subtask, by shift assignment, and by activity type.

Task 3 – International ATC Training Support

Scope of the Task .

The Air Traffic Division is tasked to support the Academy's franchise international training effort, the International Training Service Center (AMA-3). Accordingly, the contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses managed by AMA-3. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This task includes two subtasks, described below.

Subtask 3A – Instructional and Instructional Design Support

The contractor shall furnish instructors required to assist in the conduct and administration of those ATC training courses managed by the International Training Service Center (AMA-3).

Subtask 3B – Pseudo-Pilot Support

The contractor shall furnish instructional support personnel (Pseudo-Pilots) required to assist in the conduct and administration of those courses managed by the International Training Service Center (AMA-3).

Time of Work :

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Travel:

While the majority of support in this task will be required at the MMAC campus, instructors may be required to travel to overseas locations.

Foreign Holidays:

Whenever instructors travel to overseas locations, they will be expected to observe the holidays of their host country, even where they differ from holidays proscribed elsewhere in this contract.

Alternate Work Schedule:

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task.

Pseudo-Pilot Support

Subtask 3B of this task utilizes pseudo-pilot support in only limited portions of classes. Pseudo-pilots will only be required on an intermittent, part-time basis in this subtask.

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication:

Support requirements for this task will be communicated using two distinctly different documents. The first will be a Task Description Sheet, which shall be prepared each performance period. The other will be a Pseudo-Pilot Requirements Schedule, which will reflect pilot requirements for all Tasks and Subtasks. Each of these documents shall be subject to revision as needed.

Pseudo-Pilot Requirements Schedule

While the information presented in each period's Task Description Sheet may provide sufficient detail to allow for such activities as long-term planning and budget preparation, it is not sufficient for daily pilot scheduling. Accordingly, this information will be supplemented by monthly Pilot Requirement Schedules, maintained and distributed by the COR. These schedules will depict the daily pilot support requirements for the entire contract, broken down by task and subtask, by shift assignment, and by activity type.

Task 10 - Initial Training Branch Instructional Design Support

Scope of the Task .

The contractor shall furnish instructional systems design personnel required to assist in the development, maintenance and administration of those courses within the National Air Traffic Training Program managed by the Initial Training Branch (AMA-510). Instructional systems design personnel under this task may include instructors serving as subject matter experts. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

Time of Work :

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

Evening Shift Work :

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA does insist that any proposed use of AWS schedules by the contractor ensures task requirements will take precedence over work schedule preferences.

Nature of Support Required

The FAA does not consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor may propose such a plan, but it shall be subject to negotiation.

Tasking Communication :

A Task Description Sheet shall be prepared each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

Task 11 - En Route Training Section Instruction Support

Scope of the Task .

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the En Route Training Section (AMA-511). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This task includes two subtasks, described below.

Subtask 11A - Instructional Support

The contractor shall furnish instructors required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the En Route Training Section (AMA-511).

Subtask 11B - Pseudo-Pilot Support

The contractor shall furnish instructional support personnel (Pseudo-Pilots) required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the En Route Training Section (AMA-511).

Time of Work :

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task

Pseudo-Pilot Support

Subtask 11B of this task utilizes pseudo-pilot support in only limited portions of classes. Pseudo-pilots will only be required on an intermittent, part-time basis in this subtask.

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication:

Support requirements for this task will be communicated using two distinctly different documents. The first will be a Task Description Sheet, which shall be prepared each performance period. The other will be a Pseudo-Pilot Requirements Schedule, which will reflect pilot requirements for all Tasks and Subtasks. Each of these documents shall be subject to revision as needed.

Pseudo-Pilot Requirements Schedule

While the information presented in each period's Task Description Sheet may provide sufficient detail to allow for such activities as long-term planning and budget preparation, it is not sufficient for daily pilot scheduling. Accordingly, this information will be supplemented by monthly Pilot Requirement Schedules, maintained and distributed by the COR. These schedules will depict the daily pilot support requirements for the entire contract, broken down by task and subtask, by shift assignment, and by activity type.

Task 12 - Terminal Radar Training Section Instruction Support

Scope of the Task .

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the Terminal Radar Training Section (AMA-512). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This task includes two subtasks, described below.

Subtask 12A - Instructional Support

The contractor shall furnish instructors required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the Terminal Radar Training Section (AMA-512).

Subtask 12B - Pseudo-Pilot Support

The contractor shall furnish instructional support personnel (Pseudo-Pilots) required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the Terminal Radar Training Section (AMA-512).

Time of Work :

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 25 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task

Pseudo-Pilot Support

Subtask 12B of this task utilizes pseudo-pilot support in only limited portions of classes. Pseudo-pilots will only be required on an intermittent, part-time basis in this subtask.

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication:

Support requirements for this task will be communicated using two distinctly different documents. The first will be a Task Description Sheet, which shall be prepared each performance period. The other will be a Pseudo-Pilot Requirements Schedule, which will reflect pilot requirements for all Tasks and Subtasks. Each of these documents shall be subject to revision as needed.

Pseudo-Pilot Requirements Schedule

While the information presented in each period's Task Description Sheet may provide sufficient detail to allow for such activities as long-term planning and budget preparation, it is not sufficient for daily pilot scheduling. Accordingly, this information will be supplemented by monthly Pilot Requirement Schedules, maintained and distributed by the COR. These schedules will depict the daily pilot support requirements for the entire contract, broken down by task and subtask, by shift assignment, and by activity type.

Task 13 - Tower Cab Training Section Instruction Support

Scope of the Task .

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the Tower Cab Training Section (AMA-513). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services. This task includes two subtasks, described below.

Subtask 13A - Instructional Support

The contractor shall furnish instructors required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the Tower Cab Training Section (AMA-513).

Subtask 13B - Pseudo-Pilot Support

The contractor shall furnish instructional support personnel (Pseudo-Pilots) required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the Tower Cab Training Section (AMA-513).

Time of Work :

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task

Pseudo-Pilot Support

Subtask 13B of this task utilizes pseudo-pilot support in only limited portions of classes. Pseudo-pilots will only be required on an intermittent, part-time basis in this subtask.

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication:

Support requirements for this task will be communicated using two distinctly different documents. The first will be a Task Description Sheet, which shall be prepared each performance period. The other will be a Pseudo-Pilot Requirements Schedule, which will reflect pilot requirements for all Tasks and Subtasks. Each of these documents shall be subject to revision as needed.

Pseudo-Pilot Requirements Schedule

While the information presented in each period's Task Description Sheet may provide sufficient detail to allow for such activities as long-term planning and budget preparation, it is not sufficient for daily pilot scheduling. Accordingly, this information will be supplemented by monthly Pilot Requirement Schedules, maintained and distributed by the COR. These schedules will depict the daily pilot support requirements for the entire contract, broken down by task and subtask, by shift assignment, and by activity type.

Task 14 - Flight Service Training Section Instruction Support

Scope of the Task .

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses within the National Air Traffic Training Program managed by the Flight Service Training Section (AMA-514). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

Time of Work :

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication :

A Task Description Sheet shall be prepared each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

Task 20 - Specialized Training Branch Instructional Design Support

Scope of the Task .

The contractor shall furnish instructional systems design personnel required to assist in the development, maintenance, conduct and administration of those courses managed by the Specialized Training Branch (AMA-520). Instructional systems design personnel under this subtask may include instructors serving as subject matter experts. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

Time of Work :

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

Evening Shift Work :

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA does insist that any proposed use of AWS schedules by the contractor ensures task requirements will take precedence over work schedule preferences.

Nature of Support Required

The FAA does not consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor may propose such a plan, but it shall be subject to negotiation.

Tasking Communication :

A Task Description Sheet shall be prepared each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

Task 21 - Staff Training Section Instruction Support

Scope of the Task .

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct/administration of those courses managed by the Staff Training Section (AMA-521). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services, and instructors may be called upon to serve as subject matter experts in support of development/revision efforts.

Time of Work :

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication :

A Task Description Sheet shall be prepared each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

Task 22 - Operations Training Section Instruction Support

Scope of the Task .

The contractor shall furnish instructors and instructional support personnel required to assist in the conduct/administration of those courses managed by the Operations Training Section (AMA-522). The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services, and instructors may be called upon to serve as subject matter experts in support of development/revision efforts.

Time of Work :

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

Evening Shift Work :

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The day-to-day support requirements for this task are driven by class schedules which do not provide sufficient flexibility for contract employees to utilize AWS. Since class support requirement must take precedence, no AWS schedules will be permitted in this task

Nature of Support Required

The FAA does consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor is encouraged to propose such a plan, but it shall be subject to negotiation.

Tasking Communication :

A Task Description Sheet shall be prepared each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

Task 30 - System Support Branch Instructional Design Support

Scope of the Task .

The contractor shall furnish instructional systems design personnel required to assist and augment an existing FAA cadre of specialists in the accomplishment of their tasked activities, including various support projects, as well as the development and maintenance of courses and/or course components managed by the System Support Branch (AMA-530). These courses/course components require the support of personnel with specialized expertise (i.e. computer programming). Instructors from other tasks will serve as subject matter experts for instructional systems design efforts under this task.

Time of Work :

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

Evening Shift Work :

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

Alternate Work Schedule :

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA does insist that any proposed use of AWS schedules by the contractor ensures task requirements will take precedence over work schedule preferences.

Nature of Support Required

The FAA does not consider support positions under this task to be appropriate candidates for the contractor to consider using innovative staffing plans to provide variable levels of support. The contractor may propose such a plan, but it shall be subject to negotiation.

Tasking Communication :

A Task Description Sheet shall be prepared each performance period, outlining the specific support requirements for that period, and those Task Description Sheets shall be subject to further revision as required.

COR's Contract Guide:

Supplemental Information on Policies, Procedures,

And other Administrative Topics

for use in connection with the
post-award administration of the
Air Traffic Instructional Support Service Contract

DTFA-02-01-D-03699

Prepared by AMA-500 Staff
March 31, 2000

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ATTACHMENT 1 – POLICIES AND PROCEDURES LIST

ATTACHMENT 2 – CONTRACTOR APPLICANT QUALIFICATION/SUITABILITY REVIEW FORM

ATTACHMENT 3 – WAIVER REQUEST FORM

ATTACHMENT 4 – CONTRACT EMPLOYEE CLEARANCE RECORD

Purpose.

This document provides guidance on new or changing administrative topics and procedures. It is intended for CORs, and for both the FAA's and the contractor's supervisory and administrative personnel. This document will be updated to incorporate additional information as required.

NOTE: Except for those places where the term "Primary COR" is specifically indicated, use of the term "COR" in this document may be interpreted as indicating either the primary or alternate COR.

NOTE: The use of the term "Project Manager" in this document may be interpreted as indicating either the Project Manager or the Alternate Project Manager, as both are expected to have full authority to act on behalf of the contractor.

List of Tasks and Subtasks

Task 1 - Contract Management and Administration

Subtask 1A - General Management and Administration

Subtask 1B - Pseudo-Pilot Administration

Task 2 - Air Traffic Division Program Support

Subtask 2A - Program Support

Subtask 2B - Pseudo-Pilot Support

Task 3 - International ATC Training Support

Subtask 3A - Instructional and Instructional Design Support

Subtask 3B - Pseudo-Pilot Support

Tasks 4 through 9 - (RESERVED)

Task 10 - Initial Training Branch Instructional Design Support

Task 11 - En Route Training Section Instruction Support

Subtask 11A - Instructional Support

Subtask 11B - Pseudo-Pilot Support

Task 12 - Terminal Radar Training Section Instruction Support

Subtask 12A - Instructional Support

Subtask 12B - Pseudo-Pilot Support

Task 13 - Tower Cab Training Section Instruction Support

Subtask 13A - Instructional Support

Subtask 13B - Pseudo-Pilot Support

Task 14 - Flight Service Training Section Instruction Support

Tasks 15 through 19 - (RESERVED)

Task 20 - Specialized Training Branch Instructional Design Support

Task 21 - Staff Training Section Instruction Support

Task 22 - Operations Training Section Instruction Support

Tasks 23 through 29 - (RESERVED)

Task 30 - System Support Branch Instructional Design Support

List of FAA Contract Officials

Contracting Officer	Mary Collins, AM Q -340, x47859
COR	Pam Pogorelec, AM A -501, x46858
Alternate CORs	Sue Averyt, AM A -501, x46860 Larry Shaver, AM A -501, x46326
QRO	To Be Determined

List of FAA Program Officials

Division Manager	Ned S. Reese, AM A -500, x46930
Assistant Division Manager	G. Roger Jolley, AM A -500, x46930
Initial Training Branch Manager	Richard Pollock, AM A -510, x46931
En Route Training Section Supervisor	Henry Mogilka, AM A -511, x43083
Terminal Radar Training Section Supervisor	Gail Kasson, AM A -512, x40171
Tower Cab Training Section Supervisor	Rick Larson, AM A -513, x46884
Flight Service Training Section Supervisor	Rick Akers, AM A -514, x44695
Specialized Training Branch Manager	Aletha Futtrell, AM A -570, x46284
Staff Training Section Supervisor	Sig Illing, AM A -521, x46990
Operations Training Section Supervisor	Vacant
Systems Support Branch Manager	Gwen Sawyer, AM A -530, x46320
Designated Budget Contact Point	Shirley Hoffpauir, AM A -100, x45838

List of Contractor Officials

Project Manager	To Be Determined
Alternate Project Manager	To Be Determined
Pseudo-Pilot Administrative Posns.	To Be Determined
Contract Supervisor, Task 3	To Be Determined
Contract Supervisor, Task 10	To Be Determined
Contract Supervisor, Task 11	To Be Determined
Contract Supervisor, Task 12	To Be Determined
Contract Supervisor, Task 13	To Be Determined
Contract Supervisor, Task 14	To Be Determined
Contract Supervisor, Task 20	To Be Determined
Contract Supervisor, Task 21	To Be Determined
Contract Supervisor, Task 22	To Be Determined
Contract Supervisor, Task 30	To Be Determined
Contract Pseudo-Pilot Supervisor(s)	To Be Determined

Responsibilities of a COR

Those designated as COR shall represent the Contracting Officer with the responsibilities shown below, within the scope of the limitations shown on the following page.

The COR shall have the responsibilities of:

- a. Notifying the Contracting Officer immediately of any discrepancies under the contract.
- b. Notifying the Contracting Officer immediately should the contractor not perform, discontinue service, or should a dispute arise; providing the reasons for delays in contractor performance.
- c. Being familiar with requirements of the Statement of Work and the terms and conditions of the contract.
- d. Recommending immediately to the Contracting Officer the need for issuance of a modification or change order when in the best interest of the Government.
- e. Reviewing and certifying invoices as required.
- f. Assuring that the contract terms are met.
- g. Assisting the contractor in interpretation of the requirements of the Statement of Work, class/course schedules, and contract requirements.
- h. Notifying the Contracting Officer at least 30 days in advance of a possible termination date, should the Government's requirements cease to exist.

Things CORs Cannot Do

The COR SHALL NOT:

- a. Make a determination as to contractor liability, if any, which may arise as a result of contract interpretation.
- b. Execute or agree to any modifications (except minor changes that do not involve changes in price, or requirements as reflected in the Task Description Sheets).
- c. Sign any changes or modifications to contract and/or delivery order(s).
- d. Make commitments outside the scope of the contract without written concurrence of the Contracting Officer.
- e. Request a cost proposal from the contractor without the written concurrence of the Contracting Officer.
- f. Take part or sides in any labor controversy or dispute.
- g. Make any oral commitments altering the terms of the contract.
- h. Permit the acceptance of anything less than that required by the contract.
- i. Redelegate any responsibility designated herein.

Things FAA Program Officials Cannot Do

No FAA Program Official (or other FAA employee, except for the CO) shall:

- a. Make a determination as to contractor liability, if any, which may arise as a result of contract interpretation.
- b. Execute or agree to any modifications (except minor changes that do not involve changes in price, or requirements as reflected in the Task Description Sheets).
- c. Sign any changes or modifications to contract and/or delivery order(s).
- d. Make commitments outside the scope of the contract without written concurrence of the Contracting Officer.
- e. Request a cost proposal from the contractor without the written concurrence of the Contracting Officer.
- f. Take part or sides in any labor controversy or dispute.
- g. Make any oral commitments altering the terms of the contract.
- h. Permit the acceptance or anything less than that required by the contract.

List of Designated Federal Holidays

The following is a list of the ten designated U.S. Federal holidays as of the date of this document:

- (1) New Year's Day,January 1;
- (2) Martin Luther King Day,third Monday in January;
- (3) President's Day,third Monday in February;
- (4) Memorial Day,last Monday in May;
- (5) Independence Day,July 4;
- (6) Labor Day,first Monday in September;
- (7) Columbus Day,second Monday in October;
- (8) Veteran's Day,November 11;
- (9) Thanksgiving Day,fourth Thursday in November;
- (10) Christmas Day,December 25.

Reports and Data (Deliverables)

The following is a list of reports and data required as of the date of this document. The contractor may, where appropriate, and upon FAA concurrence, combine reports to achieve efficiency:

- (1) Notice of Employment: Whenever the contractor hires an employee they shall, as soon as practicable, notify the COR of the name, task assignment, position title, and the employee's starting date. The preferred means of notification shall be electronic mail.
- (2) Notice of Termination: Whenever a contract employee terminates, or expresses an intent to terminate, their support under this contract, regardless of cause, the contractor shall notify the COR as soon as practicable. Notices should include the name of the employee, their task assignment, position title, the employee's last scheduled work-day, and the employee's last day in pay status if different from their last work-day. The preferred means of notification shall be electronic mail;
- (3) Contract Employee Clearance Record (AC Form 3370-2): In addition to the data required in (2) above, the contractor shall ensure a clearance record is prepared for each terminating contract employee, following procedures outlined elsewhere in this document.
- (4) Time and Attendance Data: Within five (5) business days of the end of each invoice period, the contractor shall provide the COR with time and attendance data for that invoice period. Data should be reflected for each contract employee whose time is directly charged to this contract, either in whole or in part. Data should be grouped and totaled by task (and by subtask if applicable), and by labor category within the task (or subtask). The preferred means for providing this data shall be by Excel spreadsheet in standardized format and electronic mail.
- (5) Staffing Report: Within five (5) business days of the end of each invoice period, the contractor shall provide the COR with staffing data as of the last business day of that invoice period. Data should be grouped by task (and by subtask if applicable), and by labor category within the task (or subtask). Data should include the total number of positions required in that labor category (as reflected in the task's most recent Task Description Sheet), the number of contract personnel in that labor category as of the last period's report, any changes occurring during the period, and the number as of the last day of the current reporting period. The preferred means for providing this data shall be by Excel spreadsheet in standardized format and electronic mail.
- (6) Security Report: Within five (5) business days of the end of each month, the contractor shall provide to the COR, and to AM C -700, a report reflecting the following. For each contract employee providing support at the M M A C under this contract for any portion of the month: the employee's full name, the building(s) in which they work, the start time of their normal work shift, the end time of their normal work shift, and as applicable their hiring and/or termination date if they should fall within the month being reported. The preferred means for providing this data shall be by Excel spreadsheet in standardized format and electronic mail.
- (7) Contractor Hours Report: Within five (5) business days of the end of each month the contractor shall provide a narrative report to the COR, and to AM A -500's designated budget contact point in AM A -100. This report will be reflecting the total number of productive hours of support provided by all contract employees for the preceding month. The preferred means for providing this report shall be by electronic mail.

(8) Activity Report: Within five (5) business days of the end of each month, the contractor shall provide a narrative report to the COR, the CO, and all AM A -500 supervisors and managers, reflecting for each task and subtask under the contract, the significant activities of contract personnel in the task/subtask, any projected staffing changes (including anticipated hiring dates for any existing vacancies), and any problems or concerns. The preferred means for providing this data shall be by Word document in standardized format and electronic mail.

(9) Government Key Status Report: At least ten (10) business days prior to the end of each performance period the contractor shall provide a report to the COR reflect the status of all Government keys provided for use by contract personnel. The report shall indicate, for each key, the key number and the name of the contract employee responsible for the key. The preferred means for providing this report shall be by Excel spreadsheet in standardized format and electronic mail.

(10) Government ID Card Status Report: At least ten (10) business days prior to the end of each performance period the contractor shall provide a report to the COR reflect the status of all Government IDs provided for use by contract personnel. The report shall indicate, for each ID, the ID number and the name of the contract employee responsible for the ID. The preferred means for providing this report shall be by Excel spreadsheet in standardized format and electronic mail.

(11) MMAC Parking Decal Status Report: At least ten (10) business days prior to the end of each performance period the contractor shall provide a report to the COR reflect the status of all MMAC Parking Decals provided for use by contract personnel. The report shall indicate, for each Decal, the Decal number and the name of the contract employee responsible for the Decal. The preferred means for providing this report shall be by Excel spreadsheet in standardized format and electronic mail.

(12) Contract Employee Locator: Within five (5) business days of the end of each calendar quarter the contractor shall provide to the COR the following information for each contract employee (as of the last day of the reporting period): Employee's Name (Last, First), Employee's Work Location (Building, Room), Employee's Phone (X 4xxxx), Employee's Task/Subtask, and Employee's Routing Symbol, plus any remarks the contractor wishes to add. The preferred means for providing this report shall be by Excel spreadsheet in standardized format and electronic mail.

(13) Task 1 Computer Hardware-Software Report: Within five (5) business days of the end of each calendar quarter the contractor shall provide to the COR the following information on the computer hardware and software provided for use by contract personnel in Task 1. Hardware – all items of computer hardware (computers and peripherals) connected directly or indirectly to the FAA computer network will be fully described, including brand name and model number, plus all relevant specifications (including the date use of the hardware was approved by the FAA). Software – all items of computer software will be fully described, including software title, version number, and identification of the computer in which the software is installed, plus the date use of the software was approved by the FAA. The preferred means for providing this report shall be by Excel spreadsheet in standardized format and electronic mail.

(14) Performance Evaluations: The contractor shall provide to the COR a copy of each performance evaluation within five (5) business days of the completion of the evaluation.

(15) Contract Employee Training Support Report: Within five (5) business days of the end of each invoice period, the contractor shall provide to the COR a report reflecting any hours expended by the contractor in support of certification (or other) training for contract employees. The report should reflect both subtotals in each applicable labor category attributable to the training of each employee, and the total for the period.

Requesting Retiree Lists

It is recognized that FAA retirees represent the contractor's best pool of candidates for instructor support positions under this contract. The FAA further recognizes that it is in the best interest of the Government to provide the contractor with information about these retirees. The following procedures should be followed whenever the contractor is requesting such information.

1. The contractor's staff shall prepare an electronic mail message to the COR, which should include a sufficiently detailed description of the type of retirees requested (ATC option or options, and beginning and ending dates of the period) in the list. The contractor's electronic mail message should also indicate whether the contractor is requesting mailing labels for the retirees or merely a list of names with address information.
2. The COR will compare the request to those already processed to verify whether the request duplicate previous requests, modify the request as needed to avoid any duplication of previous requests, and forward it to the appropriate FAA office (AMH-100) for processing.
3. Upon receipt of the list and/or mailing labels from AMH-100, the COR will deliver the requested items to the contractor's staff.

Contract Employee Clearance Record

In order for the FAA to establish and maintain adequate security at the M M A C campus, the FAA has established a form, the Contract Employee Clearance Record (AC Form 3370-2), and associated procedures, for ensuring the return of various items provided to contract employees. The following guidance is in accordance with existing information on how these forms will be used, and is subject to change once the associated procedures are completed.

1. The contractor shall be responsible for ensuring final clearance is accomplished for a departing contract employee.
2. Absent specific extenuating circumstances, the contractor will ensure final clearance is accomplished no later than COB of the final work-day the employee is on the Center.
3. The contractor will initiate the clearance record, providing the identifying information required at the top of the form. The contract employee will then obtain clearing signatures in the following order.
 - a. ID Cards, Access Cards, and Vehicle Decals will be cleared by the guard service in the Pass/ID Office, located in the M M A C Headquarters building.
 - b. Outstanding Travel Advances and Travel Orders will be cleared by the Travel and Transportation Branch (AM Z-130) located in room 366 of the M M A C Headquarters building.
 - c. All other items will be cleared by the COR.
4. Upon completion of the clearing process, both the contract employee and a representative of the contractor's management will sign the form.
5. The contractor shall maintain the original form, and distribute copies to the following:
 - a. The Contracting Officer
 - b. The COR
 - c. The departing contract employee
 - d. The Civil Aviation Security Division (AM C-700)

Requests for Computer Support

Requests for computer support are processed in one of two distinct ways, depending upon the type of service being requested.

NOTE: The FAA assumes no responsibility for computer equipment provided by the contractor for use by management and administrative personnel in Task 1, other than the establishment of network access and electronic mail accounts. Therefore, only the provisions under #1 below apply to any hardware or software provided by the contractor. However, FAA computer support personnel will coordinate with the contractor's own support personnel to ensure all hardware, software, and peripherals are fully compatible with the FAA network and in compliance with applicable rules and standards.

1. Requests for establishing new support (connection to the network, establishment of electronic mail account, etc.)

a. The contractor's staff shall prepare an electronic mail message to the COR, which shall include the following information.

- 1) The service being requested. (establishment of network login, establishment of electronic mail account, access to files in a shared directory, installation of new software, etc.)
- 2) Name of contract employee
- 3) Phone number for contract employee
- 4) Building and room number of computer's location
- 5) Phone jack number of the computer's network connection
- 6) Description of computer (Brand, model, etc.)
- 7) Whether the computer is FAA or contractor provided
- 8) Barcode affixed to the computer (FAA provided computers only)
- 9) Routing symbol of the contract employee
- 10) The name and phone number of someone on the contractor's staff to contact for questions.

b. If approved, the COR will forward the request to the appropriate MMAC office to obtain the requested support.

c. If disapproved, the COR will advise the contractor's staff of the reason for the disapproval.

2. Reporting problems with established services

Contract employees with established services may contact the centralized PC support help desk to report problems with their systems. The phone number for the help desk is X 48888.

3. There is no requirement for the contractor to request computer service termination for employees terminating their employment under the contract. The COR can obtain the information required to terminate service from the Notice of Termination (see Reports and Data), and will forward the information to the appropriate MMAC office. The contractor must advise the COR of any special requests with respect to files on either the employee's system's hard drive or network drive. Absent a special request, the files will be deleted.

Minimum Computer Hardware/Software Specifications

The following represent the minimum specifications for contractor provided computer hardware and software. Hardware and software meeting or exceeding these minimums may be connected to the FAA network. Hardware and software not meeting these minimums will not be connected to the FAA network.

1. Hardware:

a. Computer – Intel Pentium II, 350mhz, 96Mb RAM, 8.4Gb hard drive, 32X CD ROM drive, 10BaseT ethernet connection.

b. Printer – Hewlett Packard Laserjet 5, or comparable.

2. Software:

a. Wordprocessor – Microsoft Word, Office 2000 Professional Edition

b. Spreadsheet – Microsoft Excel, Office 2000 Professional Edition

c. Database – Microsoft Access, Office 2000 Professional Edition

d. Presentation – Microsoft PowerPoint, Office 2000 Professional Edition

d. Calendar – Microsoft Outlook, Office 2000 Professional Edition

e. Electronic Mail – Lotus ccMail for Windows, Version 8.4

Requests for Telephone Support

Requests for telephone support are processed in one of two distinct manners, depending upon the type of service being requested.

1. Requests for establishing new support

a. The contractor's staff shall prepare an electronic mail message to the COR, which shall include the following information.

- 1) The service being requested. (establishment of phone service)
- 2) Name of contract employee
- 3) Phone number for contract employee
- 4) Building and room number of employee's work location
- 5) Phone jack number
- 6) Routing symbol of the contract employee
- 7) The name and phone number of someone on the contractor's staff to contact for questions.

b. The COR will forward the request to the appropriate MMAC office to obtain the requested support

2. Requests for additional support (moves)

a. The contractor's staff shall prepare an electronic mail message to the COR, which shall include the following information.

- 1) The service being requested. (movement of phone service from one location to another)
- 2) Name of AM A-500 manager/supervisor requesting the move
- 3) Name of contract employee
- 4) Phone number for contract employee
- 5) Building and room number of employee's old work location
- 6) Phone jack number at old location
- 7) Building and room number of employee's new work location
- 8) Phone jack number at new location
- 9) Routing symbol of the contract employee
- 10) The name and phone number of someone on the contractor's staff to contact for questions.

b. The COR will forward the request to the appropriate MMAC office to obtain the requested support

NOTE: There is no requirement for the contractor to request telephone service termination for employees terminating their employment under the contract. The COR can obtain the information required to terminate service from the Notice of Termination (see Reports and Data), and will forward the information to the appropriate MMAC office.

Requests for Computer Hardware/Software Approval

The contractor is required to provide computer hardware and software for use by management and administrative personnel in Task 1. However, no computer hardware may be connected to the FAA network, nor any software be installed on any computer so connected, without FAA approval of the hardware/software. The following outlines the procedure for obtaining FAA approval for such items.

1. To obtain approval for computer hardware (including peripherals).

a. The contractor's staff shall prepare an electronic mail message to the COR, which shall include the following information.

- 1) The approval being requested (hardware)
- 2) Building and room number of computer's location
- 3) Phone jack number of the computer's network connection
- 4) Description of computer (Brand, model, etc.)

b. The COR will forward the request to the appropriate MMAC office which will make a determination as to the hardware's compatibility with the FAA network and compliance with FAA system requirements.

c. If found to be non-compliant or incompatible, the hardware will be disapproved for use in support of this contract, and the COR will advise the contractor's staff of the reason for the disapproval.

2. To obtain approval for computer software.

a. The contractor's staff shall prepare an electronic mail message to the COR, which shall include the following information.

- 1) The approval being requested (software)
- 2) Building and room number of computer's location on which the software is to be installed
- 3) Phone jack number of the computer's network connection
- 4) Description of software (Title, version, etc.)
5. Statement that a valid license for the software to be installed exists.

b. The COR will forward the request to the appropriate MMAC office which will make a determination as to the software's compatibility with the FAA network and compliance with FAA system requirements.

d. The COR will forward the request to the appropriate MMAC office which will make a determination as to the software's compatibility with the FAA network and compliance with FAA system requirements.

e. If found to be non-compliant or incompatible, or in the absence of proof of a valid software license, the software will be disapproved for use in support of this contract, and the COR will advise the contractor's staff of the reason for the disapproval.

NOTE: Requests for hardware and software approval may be combined.

Policies and Procedures

This establishes the methods by which the contractor will be notified of policies and procedures that are applicable under various paragraphs in the SOW.

a. All policies and procedures listed in the SOW, along with any others added in accordance with the following provisions, are to be followed until further advised, or until their planned cancellation date.

b. A list of applicable policies and procedures shall be maintained by the COR. This list will be made available to the contractor's administrative staff upon request. A copy of this list, current as of the date of this document, is included as Attachment 1.

c. The list of applicable policies and procedures shall include, by reference, the information contained in this guide.

d. Policies and procedures to be included in the above list shall be issued at the branch level or higher, and shall be in writing. At least one copy of any new policy or procedure to be added shall be available for use by the contractor's Project Manager and/or administrative staff, and shall be located in the AM A -500 division office. It will, to the extent practicable, be made available at least five (5) working days prior to the planned implementation date.

e. Policies and procedures will be applied, to the extent feasible, to all active tasks under the contract.

f. The contractor may appeal any policy or procedure to be applied to contract personnel. The contractor's Project Manager should coordinate with and request a determination as to the applicability of a policy or procedure from the Branch Manager, the Air Traffic Division (AM A -500), or the Contracting Officer as appropriate.

Government Keys

FAA policy prohibits the issuance of Government keys directly to contract personnel. Government keys required by contract personnel are issued instead to the COR, who in turn provides them to the contractor. The following guidelines establish a standardized process for providing keys required by contract personnel.

a. Each Government key will be issued to the contractor, on behalf of a specifically identified contract employee. Individual employees may have one key, multiple keys, or no keys, depending upon their identified needs. Keys no longer required by the specified contract employee may not be retained by the contractor, and must be returned to the COR as soon as practicable.

b. The contractor shall not transfer keys from one contract employee to another. Such a transfer shall be accomplished by returning the key issued to the contract employee no longer requiring it and submitting a request for a new key for the other specified employee.

c. Both the contractor and the COR will maintain a record of all keys issued, including the name of the contract employee to whom each key is assigned. The contractor will account for all keys provided to their staff and the COR and contractor will reconcile their respective records quarterly.

d. The following procedures will be used to request each key.

1. The contractor should complete an "Application for Key" form (AC Form 1600-6), as shown below, and deliver the completed form to the COR, along with the name of the contract employee requiring the key.

CONTRACT EMPLOYEE NAME (Last, First, MI)		
APPLICATION FOR KEY		
EMPLOYEE'S NAME (LAST, FIRST, MIDDLE)	RTG SYM	EXT NO.
Pogorelc, Pamela A.	AMA-500	46858
KEY NUMBER REQUESTED AND LOCK LOCATION (BUILDING AND ROOM NUMBER)		
D-57 Various Air Traffic offices/classrooms		
JUSTIFICATION FOR NEEDING KEY (CONTINUE ON BACK IF NECESSARY)		
Contract employee access to work area		
DIVISION MANAGER'S SIGNATURE	ROUTING SYMBOL	
Ned S. Reese	AMA-500	
BELOW FOR AMC-700 USE ONLY		
KEY ISSUED	ISSUED BY	
SIGNATURE OF KEY HOLDER		
DATE		

AC Form 1600-6 (1/94) (0012-08-582-3000)

2. The COR will notify the contractor of the approval/disapproval of the request, and will also deliver the requested key to the contractor's administrative office as soon as practicable after the key is available. Normal processing time for key requests ranges from several days to approximately two weeks.

3. One or more members of the contractor's staff must be designated to sign for new keys delivered by the COR. Designation of staff member(s) is at the discretion of the contractor.

e. The following procedures will be used in the event one or more keys are lost by contract personnel.

1. The contractor's staff will prepare a electronic mail message, containing the information described below, to the COR reporting the loss.

- a. Name of person to whom the key was issued (NOTE: This will always be the Primary COR).
- b. Name of contract employee to whom the key was assigned.
- c. The number of the key (i.e. D-230).
- d. The date and circumstances surrounding the loss.
- e. Description of effort made to recover the lost key.
- f. Routing symbol (AM A-500) and phone (x46858) of the COR.
- g. The following statement - "I certify that the key listed in this report has been lost or stolen, that I have made all reasonable effort to locate it, and that to date I have not recovered it."

2. The COR will forward the message to the Operations and Maintenance Division (AM P-300).

3. All keys within that series (i.e. D-57) shall be returned to the COR upon request. This is required because the loss of a Government key, regardless of whether the employee losing the key is an FAA or a contract employee, necessitates the following security procedures.

- a. All keys within a series with one or more lost keys will be "retired", and withdrawn from circulation for a period of ten (10) years.
- b. The lock cores of all doors requiring a key in that series will be replaced with cores for a new series of keys within the group of key series allocated to AM A-500.
- c. All keys within the series must be returned.
- d. New key requests must be prepared and processed for each employee requiring a key in the new replacement series.

4. Unless waived by the CO or COR, the contractor will ensure an appropriate credit of \$200.00 is included in the next invoice submitted for each lost Government key. Waivers may be requested, and as appropriate will be approved or disapproved, via electronic mail.

f. Upon completion of activities under this contract, the contractor shall return all Government keys to the COR.

Government Identification Cards

Current security policies require all personnel to display an appropriate Government identification card whenever they are at the Mike Monroney Aeronautical Center. Contract employees reporting for work without their ID will be required to obtain a temporary visitor's pass from the guard service's Pass and ID Office in the MMAC Headquarters building.

The following guidelines establish a standardized process for providing Government IDs to contract personnel.

a. At the beginning of each contract period, the contractor should account for all Government IDs in the possession of their employees.

b. The following procedures will be used to request IDs for new personnel.

1. The contractor's staff should prepare an Identification Card/Credential Application (FAA Form 1600.14) for the Primary COR's signature,.

2. The completed application should be taken to the guard service's Pass and ID Office in room 151 of the MMAC Headquarters building for processing. (NOTE: Both the new contract employee and the contractor's project manager are required to be present, as the signature of each is needed to complete the guards' processing.)

3. This office opens at 8:00 each morning, and with the exception of a one hour period around noon is open until 4:00 (3:30 on Fridays).

c. The following procedures will be used should any IDs be lost.

1. The contractor's staff will prepare a electronic mail message, containing the information described below, to the COR reporting the loss.

- a. Name of person to whom the ID was issued.
- b. The number of the ID (i.e. #017471), if applicable.
- c. The date and circumstances surrounding the loss.
- d. Description of effort made to recover the lost ID.
- e. Routing symbol (AMA-501) and phone (x46326) of the COR.
- f. The following statement - "I certify that the ID listed in this report has been lost or stolen, that I have made all reasonable effort to locate it, and that to date I have not recovered it."

2. The COR will forward the message to the Operations and Maintenance Division (AMP-300).

3. Unless waived by the CO or COR, the contractor will be advised as to the amount of credit to be included in the next submitted invoice. Waivers may be requested, and as appropriate will be approved, via electronic mail.

d. In situations where an ID has been damaged, but not lost, and a replacement is required, the contractor should follow the guidance for obtaining an ID for a new employee, except that the damaged ID will need to be returned to the guards at the time the application is processed.

e. Upon completion of activities under this contract, the contractor shall ensure that all government IDs are returned to the COR.

After-Hours Access to M M A C Buildings

All M M A C buildings are secured except during normal working hours. The following procedures should be followed whenever contract personnel require access to Academy Buildings outside normal working hours. It must be noted, however, that approval of requests for after-hours access to M M A C buildings will not, in and of itself, constitute authorization for the contractor to incur overtime, shift differential, or other similar costs.

a. Ongoing Access Requirements

1. Government Identification Cards, described in the previous section, contain magnetic coding that can be used to provide access to buildings for personnel who have a regular ongoing requirement for after-hours access to their work area. The contractor may request this type of access for any employee. However, AM A -500 management reserves the right to determine whether an employee shall receive such access.

2. To request ongoing access by use of the employee's government ID, the contractor should complete an "Application for Key" form (AC Form 1600-6), as shown below, and deliver the completed form to the COR.

APPLICATION FOR KEY		
EMPLOYEE'S NAME (LAST, FIRST, MIDDLE)	RTG SYM	EXT NO.
Public, John Q. (Contractor)	AMA-5XXC	4XXXX
KEY NUMBER REQUESTED AND LOCK LOCATION (BUILDING AND ROOM NUMBER)		
After hours access / list building / and days/hrs		
JUSTIFICATION FOR NEEDING KEY (CONTINUE ON BACK IF NECESSARY)		
Describe ongoing need for after hours access		
DIVISION MANAGER'S SIGNATURE		ROUTING SYMBOL
Pamela A. Pogorelc, COR		AMA-500
BELOW FOR AMC-700 USE ONLY		
KEY ISSUED	ISSUED BY	
SIGNATURE OF KEY HOLDER		DATE

AC Form 1600-6 (1/94) (0052-00-582-8000)

3. The COR will verify with AM A -500 management that the request is in accordance with AM A -500's requirements. If the request cannot be approved, the COR will return the application form and provide the reason for the disapproval.

4. If the request can be approved, the COR will sign the application and return it to the contractor.

5. The contractor will then be responsible for delivering the signed application to the Operations and Maintenance Division (AM P-300) in room 129 of the Base Maintenance building. The contractor may elect to deliver the application in person, or if time allows by interoffice mail.

6. Once AM P-300 and the guards have completed their processing, the employee will be notified by telephone that the access has been established.

b. Occasional Access Requirements

1. The contractor's staff will prepare and electronic mail message to the COR, containing the information outlined below.

- a. The name(s) of personnel requiring access.
- b. The building(s) to which access is requested.
- c. The date(s) and times access is requested.
- d. The reason access is required.

2. If the request cannot be approved, the COR will reply to the message providing the reasons for disapproving the request. If the request can be approved, the COR will forward the message to the Operations and Maintenance Division (AMP-300), who will in turn notify the guards to allow the access.

NOTE: The guards will not allow contract employees access to buildings after hours unless they have been properly notified by AMP-300. Therefore, these requests should be sent to the COR as far in advance as possible, to allow sufficient processing time. It is suggested that they be submitted a minimum of one full working day prior to the day on which the after hours access is being requested.

3. The employee, upon arrival at the MMAC, will be required to sign in with the guards inside the main entrance of the Headquarters building before they will be granted access to their building.

Requests for Reserved (Handicap) Parking Spaces

The following procedures should be followed whenever contract personnel require reserved (Handicap) parking spaces.

a. The following procedures apply to requests for both temporary (30 day) and permanent reserved parking spaces.

b. The contractor's administrative staff will prepare, for signature of the COR, a speed memo (FAA Form 1360-49), or its electronic equivalent, to AM P-300 (THROUGH AAM -720) requesting the parking space. Please note that electronic mail is not an appropriate method for this message, as supporting documentation must accompany the request.

c. The speed memo should include, as a minimum, the following information.

1. The name of the employee.
2. The identification number of the employee.
3. The proposed location of the parking space.
4. The reason the reserved parking is required.
5. Whether the requested space is permanent or temporary.

d. Supporting documentation should be attached to the speed memo, particularly when the request is for a permanent reserved space.

e. The speed memo should be submitted to the COR for signature, who will retain a copy of the request.

f. The contractor shall be responsible for ensuring the signed speed memo is delivered to AAM -720 (in the Clinic located in room 104 of the Civil Aeromedical Institute building) for processing, and then to AM P-300 (in room 129 of the Base Maintenance building). Use of Government inter-office mail for this purpose is acceptable.

g. AM P-300 will notify the COR if the request is approved, who will in turn advise the contractor's administrative staff in writing of AM P-300's determination, along with information as to the reserved space's location, if applicable.

h. Requests for temporary spaces must be resubmitted if the space will be required in excess of the original thirty (30) day period.

i. Requests for permanent spaces must be resubmitted and approved by AM P-300 each fiscal year.

M M A C Parking Decals

Contract employees are required to register vehicles which will be parked at the Center, and to display the M M A C parking decals in the prescribed manner. The following is an overview of vehicle registration issues.

a. Each contract employee will be personally responsible for registering his or her vehicles with the security guards.

b. Contract employees must have a Government ID (see procedures for obtaining ID s), a valid operator's license, and proof of current insurance for the vehicle(s) to be registered before they can be registered and parking decals can be issued.

1. Employees will be allowed to park at the center without a decal only until such time as they receive their ID, but will require a temporary parking pass (obtained at the guard shack at the entrance to the M M A C).

2. After an employee receives their ID they will be expected to comply with the parking regulation outlining the display of the M M A C decal. Therefore, it is suggested that contract employees register their current vehicles at the time they receive their ID.

c. Vehicle registration forms can be obtained from, and are to be submitted to, the security guards located in the Pass and ID Office in room 151 of the M M A C Headquarters building.

1. This office opens at 8:00 each morning, and with the exception of a one hour period around noon is open until 4:00 (3:30 on Fridays).

2. Upon receipt of a completed vehicle registration form, and presentation of an appropriate ID, a valid driver's license, and proof of current insurance for the vehicle(s) to be registered, the security guards will issue parking decal(s).

d. Vehicle registrations and parking decals are not transferable from one vehicle to another or from one vehicle owner to another.

e. Decals are to be returned to the security guards whenever a vehicle no longer requires registration. This would include such events as the sale of a vehicle, termination of employment, expiration of this contract, etc.

Contract Employee Conduct

Contract employees will be expected to comply with the same orders, policies, and guidelines governing behavior and conduct which are applicable to their FAA counterparts.

a. The contractor will establish a process through which all contract employees can be apprised of pertinent sections of FAA orders, policies, and guidelines regarding employee behavior and conduct.

b. While not required, it is anticipated the contractor's process will utilize an annual review of applicable directives by each employee, similar to that used by the FAA.

c. The contractor's process should also provide for apprising contract employees of additional guidelines as they are implemented.

d. A list of orders, policies, and guidelines which should be considered by the contractor in the establishment of their process includes, but need not be limited to:

1. FAA Order 3900.47 - Smoking Restrictions in FAA-Controlled or Occupied Space
2. AC Order 1600.18 - Parking and Traffic at the Aeronautical Center
3. AC Order 3710.10 - Instructor/Student Relationships
4. Standards of Conduct Expected by FAA Academy Employees, December 19, 1975
5. Standards of Conduct Expected by FAA Academy Employees, March 21, 1977
6. FAA Academy Smoking Policy, October 15, 1991

Activity Data Tracking System (ADTS)

Each contract employee providing direct support under this contract, with the exception of Pseudo-Pilots, will be required to input activity data into the FAA Academy's Activity Data Tracking System (ADTS). Pseudo-Pilot data will be input either by the Pseudo-Pilot Supervisors or by members of the contractor's administrative staff. The reason for this distinction is that Pseudo-Pilots will not be provided access to the FAA computer network, and such access is required for inputting data into the ADTS system.

1. Each employee required to provide ADTS data will be trained in the use of the ADTS system.
2. Each employee required to provide ADTS data will be provided a copy of the ADTS User's Guide.
3. The COR will use information provided by the contractor in Notices of Employment and Notices of Termination to advise the appropriate FAA offices to add and delete users to the ADTS system, and to provide new users with appropriate training.
4. Questions or problems regarding ADTS are to be forwarded to the COR, using electronic mail message format, who will forward the message to the appropriate FAA office for resolution.

Supplies

The following will apply in the distribution of office supplies required by the contractor's staff. The purpose of these guidelines is to ensure that a sufficient are available, and that the Government's costs are effectively managed.

a. The primary source for office supplies required by contract personnel will be the AM A -500 supply room , located in Room 126 of the Flight Inspection building. Supplies will be provided to the contractor's staff, subject to availability, without cost.

b. The contractor may request that the FAA procure items not normally available through the AM A -500 supply room , by sending a request, using electronic mail, listing all requested items (descriptions, quantities, and recommended source) to the COR . The COR will coordinate with AM A -500 management, and will advise the contractor of AM A -500's determination. The contractor should be advised such procurements will be approved or disapproved based on funding availability and AM A -500's known workload and budget priorities.

c. Items required by the contractor due to brand preference, standard company practices, etc., or otherwise not available through the methods described in "a" and "b" above, may be provided by the contractor. However items provided shall not be directly reimbursed under the contract.

d. Supplies that have been obtained to support effort under this contract, and have resulted in no cost to the contractor shall be returned to the AM A -500 supply room at the completion of effort under the contract. This includes supplies regardless of whether they were acquired from the FAA supply room or were procured by the FAA and provided to the contractor.

Dedication to Assigned Contract Activities

The following pertains only to those contract personnel who are provided at direct cost to this contract.

a. Contract personnel provided at direct cost to this contract are to be dedicated exclusively to support of this contract, and more specifically to the task/subtask to which they are assigned.

b. Should the contractor wish to utilize such personnel in support of efforts other than this contract, the contractor must obtain approval for such utilization prior to its occurrence.

1. The contractor should provide the following information to the COR, via electronic mail message, as far in advance of the requested utilization as practicable.

- a) The name(s) of the individual(s) to be utilized in support of other efforts.
- b) The task(s) supported by the individual(s).
- c) The date(s) and time(s) of the proposed utilization.

2. The COR will coordinate with the appropriate AM A -500 management to determine if the individual(s) is/are available (based on known and anticipated FAA workload), and advise the contractor if the request can be accommodated, and of any constraints imposed by FAA workload.

3. The contractor may appeal negative determinations to the CO .

c. If AM A -500 accommodates the non-contract utilization, the contractor shall ensure the activity is clearly indicated in the employee(s) T & A information and that an appropriate credit is reflected in the invoice for the period(s).

d. The contractor may propose utilization of personnel in activities which, while not directly supporting AM A -500, may be of benefit to AM A -500's program . Should such a situation arise, the contractor should clearly indicate the benefit to AM A -500 of the proposed activity.

1. The contractor may elect to propose a pro-rata share of personnel costs to be incurred by both the contractor and AM A -500 during the proposed activity . Such a proposal should be realistically proportional to the benefit to be realized by AM A -500 .

2. Should such a pro-rata arrangement be proposed, it shall be subject to informal negotiation between CO or COR , cognizant AM A -500 management, and the contractor's Project Manager.

3. If AM A -500 accommodates the non-contract utilization, and in accordance with the negotiated pro-rata distribution of costs, the contractor shall ensure the activity is clearly indicated in the employee(s) T & A information and that an appropriate credit is reflected in the invoice for the period(s).

4. The type of pro-rata arrangement described above is intended to include only situations of brief (i.e. one pay period) duration. Situations requiring this type of arrangement over an extended period of time will require formal negotiation. It should be noted, however, that even in the case of a formally negotiated arrangement of this type, T & A information for such individuals must still clearly indicate the hours actually involved and invoice credits must be commensurate with the corresponding T & A information for the period.

Contractor's Unit Designations

The following "AM A" designations have been established to better define the organizational link between contract personnel and the various Air Traffic Branches they support.

Task 1 - Personnel assigned to this task should use the designation AM A -500C .

Task 2 - Personnel assigned to this task should use the designation AM A -501C .

Task 10 - Personnel assigned to this task should use the designation AM A -510C .

Task 11 - Personnel assigned to this task should use the designation AM A -511C .

Task 12 - Personnel assigned to this task should use the designation AM A -512C .

Task 13 - Personnel assigned to this task should use the designation AM A -513C .

Task 14 - Personnel assigned to this task should use the designation AM A -514C .

Task 20 - Personnel assigned to this task should use the designation AM A -520C .

Task 21 - Personnel assigned to this task should use the designation AM A -521C .

Task 22 - Personnel assigned to this task should use the designation AM A -522C .

Task 30 - Personnel assigned to this task should use the designation AM A -530C .

If additional sub-groupings of personnel within any of the above designations is required, either by the FAA or the contractor, then the above designations may be followed by a hyphen and a single number from one (1) to nine (9). (i.e. AM A -510C -1, AM A -510C -2, etc.)

In the event an additional layer of sub-groupings is required, the contractor should contact the COR for guidance.

Administrative/Technical Travel

The following procedures are to be followed whenever travel of contract personnel is requested. The SOW requires pre-trip approval by the contracting officer prior to commencement of any travel to be reimbursable under the contract. These procedures will ensure appropriate approvals are obtained, and will allow proper monitoring and administration of such travel and its associated costs.

1. Local Travel

a. The contractor shall include in all cost proposals any funding required for reimbursing contract employees for local administrative travel anticipated during the performance period.

b. The contractor shall prepare, and maintain, a list of contract personnel who will perform local administrative/technical travel as a normal part of their duties. The list should indicate the amount of local administrative/technical travel anticipated during the performance period for each employee listed. A copy of this list shall be provided to the COR prior to each performance period, and the number of personnel to be included, as well as the amount of local travel anticipated, may be subject to negotiation. However, once the FAA accepts the list, those individuals who are listed will be considered exempt from the requirement for pre-trip approval with regard to their local administrative/technical travel.

c. Requests for local administrative/technical travel by personnel not included in the list described in paragraph "a", and for which reimbursement is anticipated, should be submitted to the COR at least two working days prior to the commencement of travel. When approved, such travel will be reimbursed from funds reserved for that purpose under Task 1, unless other funding is identified.

1. These requests will be made by submitting an electronic mail message to the COR, indicating the person(s) traveling, a description of the proposed travel (date, duration, destination, etc.), the purpose of the travel, and the anticipated cost of the travel.

2. The COR will coordinate with AM A -500, the Contracting Officer, and other personnel as required, and advise all parties of the approval/disapproval of the requested travel.

2. Administrative Travel (Non-Local)

a. Travel requested for recruitment, or other administrative purposes, will be coordinated with the Manager, Air Traffic Division (AM A -500), prior to submission of a request.

b. Requests for other administrative travel, for which reimbursement is anticipated, should be submitted to the COR at least five working days prior to the commencement of travel. When approved, such travel will be reimbursed from funds reserved for that purpose under Task 1, unless other funding is identified in the request.

c. These requests will be made by submitting an electronic mail message to the COR, indicating the person(s) traveling, a description of the proposed travel (date, duration, destination, etc.), the purpose of the travel, and the anticipated cost of the travel.

d. The COR will coordinate with AM A -500, the Contracting Officer, and other personnel as required, and advise all parties of the approval/disapproval of the requested travel.

3. Technical Travel

a. Technical travel will be reimbursed through the use of FAA Travel Authorization (GSA Form 87) and FAA Travel Vouchers (SF 1012.16), and will be reimbursed directly to the contract employee. No reimbursement of technical travel is therefore anticipated under the contract, and no funds need be reserved for such purposes.

Contract Employees' Time and Attendance

1. For Use With Invoices

The following procedures have been developed to facilitate the FAA's verification of the accuracy of the contractor's invoices. They apply to all active tasks.

a. Upon completion of each invoice period the contractor's staff will provide the COR with time and attendance (T & A) information for each active task/subtask and for each contract employee.

b. The T & A information provided for individual employees will reflect the total number of hours charged, the total hours of night differential charged, the total hours of overtime charged, the total hours of chargeable leave earned, and the number of holiday hours charged for each employee for the period.

c. The T & A information provided for active tasks will reflect equivalent information to that described above, with totals reflected for the task/subtask, and for each labor category within the task/subtask.

c. T & A information should be sent to the COR within five (5) working days following the end of each invoice period.

d. This information will be retained by the COR for comparison with amounts reflected on the invoice for the period.

e. The COR will resolve any discrepancies between T & A information and invoice information before certifying the invoice for payment.

2. For Use in Monitoring Support Received

The following procedures have been developed to facilitate the FAA's monitoring the support received under this contract.

a. The COR may elect to monitor the arrival and departure times of individual contract employees.

b. At any time, the COR may request copies of T & A information for one or more individual contract employees to compare with observed activities.

c. Should discrepancies between observed activities and T & A information arise, the COR will attempt to resolve them at the lowest possible level.

Waivers – Transferees from DTFA -02-96-D -96517

The SOW provides that, personnel providing support under the predecessor contract (DTFA -02-96-D -96517) may be transferred to perform in equivalent positions under this contract. The FAA recognizes, however, that some of these employees may not meet the education/experience requirements outlined in the Contract Support Position Descriptions document, many simply because their tenure under previous support contracts has extended over several years. In an attempt to preclude penalizing these workers for providing satisfactory support, the FAA will consider waiving the education/experience requirements for these individuals provided it can be established they were performing at or above a fully satisfactory level. The following procedures are to be used.

a. The FAA, in order to ensure each applicant possesses the minimum education and experience required for the position(s) for which they are being proposed, will review the qualifications of each applicant prior to their being offered a position under this contract. Because of this, the contractor will, with the exception of employees requiring a waiver from the minimum qualifications outlined in the CSPD document for the position for which they are being proposed, will follow the procedures outlined for Pre-Employment reviews for personnel providing support under contract DTFA -02-96-D -96517 who do meet the CSPD's specified minimums.

b. Should the contractor wish to employ an individual meeting the requirements for the waiver as outlined in the Statement of Work, paragraph 7.4, the contractor will prepare a "Waiver Request Form", included as Attachment 3 of this document and submit the form to the COR.

c. The COR will review, along with contract records from the predecessor contract, and consult with appropriate AM A-500 managers and supervisors as necessary to determine if the waiver should be approved.

d. In the event the waiver is approved, the COR will annotate the Waiver Request Form accordingly, retain a copy for their files, and return the signed form to the contractor.

e. In the event the waiver is disapproved, the COR will annotate the Waiver Request Form accordingly, retain a copy for their files, and return the signed form to the contractor after removing that portion of the form intended for pre-decisional information and notes.

Pre-Employment Reviews

The SOW provides that, with the exception of an initial transfer of personnel from performance under the predecessor contract (DTFA -02-96-D-96517), all applicants for support positions under this contract shall be expected to meet the minimum education and experience requirements for the position(s) for which they are being proposed. The following describes the process the FAA will use to review the qualifications of all applicants subsequent to those initial transferees referenced above.

Qualifications Review

a. The FAA, in order to ensure each applicant possesses the minimum education and experience required for the position(s) for which they are being proposed, will review the qualifications of each applicant prior to their being offered a position under this contract.

b. The review of an applicant's qualifications, which will be performed by the COR, requires submission of information typically found in a standard employment application form. Required information for applicants for positions requiring air traffic control experience will include information equivalent to that typically found in an FAA Form 3330-43, "Rating of Air Traffic Experience", and reproductions of those forms will be provided to the contractor for this purpose if requested. In addition, specific information identifying the task(s) and/or subtask(s) and position(s) for which the applicant is being proposed will be required.

c. The contractor will include a "Contractor Applicant Qualification/Suitability Review Form", a sample of which is included as Attachment 2 of this document, identifying any qualification data that has NOT been independently verified.

d. The review will be performed by the COR, and will involve a comparison of the applicant's independently verified qualifications against the minimums outlined in the Contract Support Position Descriptions document maintained by the COR. With the exception of applicants for instructor positions (which see Suitability Review below), upon completion of their review, the COR will return the submitted material. The returned review form will be annotated to indicate whether the applicant does or does not appear to meet the qualifications required for the position(s) for which they are proposed, or if any previously unverified qualification data needs to be verified prior to the applicant's resubmission.

e. If the COR's review indicates the applicant does appear to possess the required minimum qualifications, and should there be any applicable expiration date for these minimums (i.e. currency for Instructors), the expiration date will also be annotated on the form.

f. That portion of the review form reserved for pre-decisional information and notes will be removed prior to the form's return to the contractor.

g. A separate "Contractor Applicant Qualification/Suitability Review Form" will be provided for each labor category and/or task/subtask for which an applicant is being proposed.

Instructor Suitability Review

a. In the case of applicants for instructor positions, if the COR finds an applicant does not meet the minimum education/experience requirements outlined in the Contract Support Position Descriptions document, the COR will annotate the review form accordingly, and forward the information to cognizant AM A-500 management for their review and determination as to the applicant's suitability for instructor duties.

b. AM A-500 management will review the material submitted, check with other FAA sources as they deem necessary, annotate their suitability determination on the COR's review form, and return the material to the COR. The COR will return the submitted material, along with a review form indicating whether the applicant does or does not meet the qualifications required for the position(s) for which they are proposed, along with AM A-500's determination as to suitability. Additionally, as described above, should there be any expiration date for the approval, that date will be indicated.

Transferring/Promoting Contract Employees

The following describe procedures to be employed by the contractor when transferring employees between various task and subtask assignments or when promoting employees from one labor category to another.

a. This section pertains to the transfer or promotion of contract employees whose education/experience has previously been reviewed by the COR (and AM A -500 management as appropriate) with respect to the labor category and/or task/subtask to which they are to be transferred or promoted.

1. The transfer or promotion of employees from one approved position to another will be at the discretion of the contractor, but prior coordination with (and concurrence of) all appropriate AM A -500 management is expected, in order to ensure the allocation of support resources matches with known and anticipated workload.

2. The COR shall be notified of any such transfer or promotion prior to its implementation.

b. This section pertains to the transfer or promotion of contract employees whose education/experience has NOT previously been reviewed by the COR (and AM A -500 management as appropriate) with respect to the labor category and/or task/subtask to which they are to be transferred or promoted.

1. The transfer or promotion of employees from one approved position to another will be subject to the same review procedures as outlined in the previous section (see Pre-Employment Reviews).

2. The transfer and/or promotion shall also be subject to coordination with all appropriate AM A -500 management, in order to ensure the allocation of support resources matches with known and anticipated workload.

Identification Badges

The FAA has no requirement for contract personnel to wear identification badges, other than the government ID that will be provided to each contract employee.

a. In the event the contractor should require their employees to wear some form of identification badge in addition to that provided by the FAA, those badges shall be provided at no direct cost to this contract.

b. Should the contractor wish to require their employees to wear identification badges as described in 'a' above, the contractor will be required to submit a depiction of the proposed identification badge to the COR for review.

c. AM A -500 management reserves the right to approve/disapprove the design of identification badges to be worn by contract personnel at the MMAC. Specifically, AM A -500 may deny the use of any identification badge design that it considers objectionable or inappropriate.

FAA Requests for Removal of Contract Personnel

The Statement of Work acknowledges that the management of AM A -500 has sole responsibility for maintaining the integrity of and ensuring the success of the training program supported by this contract, and that they may require the removal of contract personnel from support under this contract, when such action is determined in the best interest of the Government. The following procedures will be used.

a. Whenever AM A -500 management determines a particular contract employee must be removed from support under this contract, they will notify the COR via electronic mail message, identifying the employee by name, and by task/subtask. The message should indicate whether the individual needs to be removed immediately or if a standard notice may be provided. Information deemed relevant may also be included, if appropriate to the circumstances of the situation.

b. The COR will retain a copy of the message for the contract files, and will forward copies of the message to both the Project Manager and the CO .

c. Upon receipt of the electronic message, the Project Manager shall either appeal the removal to the CO or take appropriate action to remove the employee from support under the contract. If the Project Manager elects to appeal the removal they should notify the CO , the COR , and AM A -500 management as soon as practicable.

d. Upon receipt of the electronic mail message, the CO will consult with the COR , and with one or more members of AM A -500 management as appropriate. Absent an appeal from the contractor, the CO will provide formal written notification to the Project Manager. Should the contractor appeal the removal, the CO will issue a final determination and provide formal written notification to the Project Manager.

Deductions

Various provisions of the contract allow for the deduction from monies payable to the contractor for such things as the loss of a Government issued key or identification badge. The Statement of Work also includes provisions that allow the FAA, under specific circumstances, to make certain deductions to offset costs incurred by the FAA because of the actions of the contractor and its employees beyond the control of the FAA. The COR will notify both the Project Manager and the CO, by electronic mail, whenever one of the following deductions is required.

Loss of Government issued key	\$200.00
Loss of Government identification badge	\$200.00
Loss of M M A C Parking sticker	\$200.00
Replacement of Government identification badge	\$10.00
Replacement of damaged Government issued key (where an available replacement already exists)	\$10.00
Replacement of damaged Government issued key (where a new key must be created)	\$25.00
M M A C Traffic Citation (employee's first citation during a performance period)	\$10.00
M M A C Traffic Citation (employee's second and subsequent citations during a performance period)	\$20.00
Requests for phone service, i.e. relocations (where request is not resultant from FAA requirements)	\$10.00
Requests for computer support, i.e. relocations (where request is not resultant from FAA requirements)	\$15.00
Requests for work to be performed, i.e. erecting walls, painting, etc. (where request is not resultant from FAA requirements)	\$10.00 plus actual charges for materials and labor
Recovery of subsequent background investigation costs required due to unsuitability determination by AM C -700 of initial applicant.	Actual costs incurred, currently \$29.00 per SA C investigation and \$77.00 per NAC I investigation.
Recovery of training costs for employees unable to achieve required certification or terminating employment within six months of appointment	Actual costs incurred, including applicable indirect and overhead charges
Recovery of training costs incurred to provide remedial and/or recertification training	Actual costs incurred, including applicable indirect and overhead charges
Recovery of relocation reimbursement for employees, if applicable	Actual costs incurred, including applicable indirect and overhead charges
Penalty for extended vacancy	Up to, but not to exceed, 20 percent of the direct wages payable for the vacant position for that portion of the vacancy period exceeding the allowable vacancy period

Attachment 1 - Policies and Procedures List

The following is a list of policies and procedures which all contract personnel shall follow. This list is subject to modification with the concurrence of the Manager, Air Traffic Division. The master copy of this list, including all revisions, will be maintained by the COR.

DOT Orders:

DOT Order 1600.25D - FAA Identification Media

FAA Orders:

FAA TP - Federal Aviation Administration Travel Policy

FAA Order 1600.1D, Appendix 9 - Investigating Contractor Employees

FAA Order 3120.4H - Air Traffic Training

FAA Order 3900.47 - Smoking Restrictions in FAA-Controlled or Occupied Space

DOT/FAA Aeronautical Center Orders:

AC Order 1600.18F - Parking and Traffic at the Aeronautical Center

AC Order 1720.4D - Printing and Duplicating Services

AC Order 1730.1 - Audiovisual Services

AC Order 3600.15 - Procedures for Communicating Student Absences, Serious Illnesses and Injuries, or Death at the FAA Academy

AC Order 3710.10D - Instructor/Student Relationships

DOT/FAA Aeronautical Center Memoranda:

Standards of Conduct Expected by FAA Academy Employees, December 19, 1975

Standards of Conduct Expected by FAA Academy Employees, March 21, 1977

FAA Academy Smoking Policy, October 15, 1991

Aeronautical Center Desk-Top Paper Recycling Program, February 4, 1992

Model Work Environment, Administrators Diversity Statement, February 14, 1994

COR Procedural Guidance:

COR's Contract Guide: Supplemental Information on Policies, Procedures, and other Administrative Topics

Attachment 2 - Contractor Applicant Qualification/Suitability Review Form

The following form is to be utilized when proposing a new contract employee to fill an existing opening. It is also to be used when proposing the promotion/reassignment of an existing contract employee to a position/task where they were not previously approved.

=====

TO BE COMPLETED BY CONTRACTOR :

Signature of Contractor's Representative: _____ Date: _____

Proposed Applicant: _____ Proposed Task (s): _____

Proposed Position (s): _____

The Following Qualification Data Has NOT Been Independently Verified: _____

=====

QUALIFICATION REVIEW - To be completed by the Contracting Officer's Representative:

Signature of COR: _____ Date: _____

Applicant Appears to Meet Minimum Qualifications Specified for the Proposed Position: _____

Applicant Does NOT Appear to Meet Minimum Qualifications Specified for the Position: _____

The Following Qualification Data Requires Verification Prior to Resubmission: _____

=====

SUITABILITY REVIEW - To be completed by the AM A -500 Management:

(Applicable to applicants for Instructor positions only)

Signature of Reviewer: _____ Date: _____

Applicant Does Appear Suitable: _____ Applicant Does NOT Appear Suitable: _____

=====

Note: This portion is to be retained in the COR's administrative files. It is NOT to be provided to the contractor.
TO BE COMPLETED BY FAA REVIEWING OFFICIAL(S):

Justification for suitability/non-suitability determination of this applicant: _____

Attachment 3 - Waiver Request Form

The following form is to be utilized when proposing a contract employee who does not meet the qualifications outlined in the SOW for the position for which they are being proposed, but who has demonstrated satisfactory or better performance under the predecessor contract (DTFA -02-96-D -96517).

=====

TO BE COMPLETED BY CONTRACTOR :

Proposed Applicant: _____ Proposed Task (s): _____

Proposed Position (s): _____

=====

TO BE COMPLETED BY CONTRACTING OFFICER'S REPRESENTATIVE:

Signature of COR: _____ Date: _____

Waiver is Approved as Proposed: _____ Waiver is NOT Approved: _____

=====

TO BE COMPLETED BY CONTRACTOR : Reason for requesting a waiver: THIS EMPLOYEE WAS

LAST EMPLOYED UNDER THE PREDECESSOR CONTRACT (DTFA -02-96-D -96517) ON (

AND PERFORMED AT A SATISFACTORY LEVEL FOR AT LEAST 90 DAYS IN FY -2000, AND IS

THEREFORE ELIGIBLE FOR A WAIVER IN ACCORDANCE WITH THE STATEMENT OF WORK.

=====

Note: This portion is to be retained in the COR's administrative files. It is NOT to be provided to the contractor.

TO BE COMPLETED BY COR:

Reason for approving/disapproving request for a waiver: _____

Attachment 4 – Contract Employee Clearance Record

Contract Support Position Descriptions

Information regarding the description of,
Qualifications for, and certification requirements of:
Specific labor categories required by:

AM A -5 0 0

for use in connection with the
Air Traffic Instructional Support Service Contract

D T F A -0 2 -0 1 -D -0 3 6 9 9

Prepared by AMA-500 Staff

M arch 3 1 , 2 0 0 0

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Section 1. General

Labor Category Definitions:

Labor categories used in this document have, wherever possible, been extracted from the Service Contract Act Directory of Occupations, which can be found online at <http://www.dol.gov/dol/esa/public/regs/compliance/whd/wage/main.htm>. These labor categories, as used within this document, shall have the meaning set forth in the most current edition of that publication.

General Requirement – All Labor Categories:

Regardless of labor category, all personnel employed in support of this contract shall be expected to be familiar with the operation of personal computers, standard operating systems equivalent to that used by the FAA, and with standard application software equivalent to that utilized in their proposed position.

General Requirement – Instructional Development Labor Categories:

Personnel employed labor categories including ISD Specialist, Education Specialist, Technical Writer, Editorial Assistant, etc., which are involved in the development revision and maintenance of course materials under this contract shall be expected to be proficient with the operation of personal computers, standard operating systems equivalent to that used by the FAA, and with standard application software equivalent to that utilized in their proposed position.

Section 2 . Instructor Positions

Alternate Qualifications - Instructors:

Candidates for instructor positions, regardless of their area of specialty, may be considered qualified for their proposed position if they have held an instructional position, equivalent to the position for which they are being proposed, within the two (2) years preceding their appointment under this contract. Further the equivalent instructional position must have been held for a minimum of one year. Determinations as to the equivalency of previously held instructor positions shall be made by the COR as part of the FAA's review of the candidate's qualifications.

Instructor Labor Categories:

The position of Instructor is described in the Service Contract Act Directory of Occupations. These positions, in reference to their purely "instructional" duties, shall have the meaning set forth in the most current edition of that publication. However, under this contract instructors may also be required to provide support as subject matter experts in the development, revision, and maintenance of course materials, utilizing all applicable media. The following instructor labor categories represent those areas of specialization anticipated as requirements under this contract as of the date of this document.

Instructor (Airspace and Procedures)

These instructors will primarily assist in the conduct and administration of Course 50019, Airspace and Procedures, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Airspace and Procedures): Qualifications

Candidates for these instructor position(s) shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), Air Route Traffic Control Center (ARTCC), or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in Airspace and Procedures at an FAA air traffic facility, regional office, or headquarters specializing in the area of airspace management, airport/airspace analysis, and/or air traffic procedures.

Candidates for these position(s) must have held their qualifying position as a staff specialist within the 5 years preceding their proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding their proposed appointment under this contract.

Instructor (Airspace and Procedures): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-522 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Airspace and Procedures): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (ARTS II Automation)

These instructors will primarily assist in the conduct and administration of Course 53004, Common ARTS Support Specialist, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (ARTS II Automation): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), or equivalent facility. In addition, candidates shall have served as a facility Automation Specialist (AUS) in an ARTS IIA/IIIE equipped facility, or as in an equivalent position in an Operational Support Facility (OSF), for a minimum of 1 year. Candidates for these positions must have held their qualifying position as an AUS within the 5 years preceding their proposed appointment under this contract.

Instructor (ARTS II Automation): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-522 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (ARTS II Automation): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (ARTS III Automation)

These instructors will primarily assist in the conduct and administration of Course 53XXX, an ARTS IIIA Support Specialist course currently under development, and in Course 53004, Common ARTS Support Specialist, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (ARTS III Automation): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), or equivalent facility. In addition, candidates shall have served as a facility Automation Specialist (AUS) in an ARTS IIIA/IIIE equipped facility, or in an equivalent position in an Operational Support Facility (OSF), for a minimum of 1 year. Candidates for these positions must have held their qualifying position as an AUS within the 5 years preceding their proposed appointment under this contract.

Instructor (ARTS III Automation): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-522 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (ARTS III Automation): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Basic Aviation)

These instructors will primarily assist in the conduct and administration of Course 50043, Air Traffic Basics (Terminal), Course 50143, Air Traffic Basics (En Route), and Course 50243, Air Traffic Basics (Flight Service) dealing with aviation topics such as aerodynamics, aviation charts, and airport marking that do not require specific knowledge of ATC procedures and practices. They may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Basic Aviation): Qualifications

Candidates for these instructor positions shall have either (a) 3 years experience as a certified flight instructor, or (b) be an instrument rated pilot plus have a minimum of 3 years experience as an instructor in an equivalent position, or (c) have a minimum of 3 years experience as a facility certified air traffic control specialist in either a civilian or military ATC facility plus have a minimum of 3 years experience as an instructor in an equivalent position. Qualifying experience for (a) and (b) above, as well as qualifying instructional experience in (c) above, shall have been within the 5 years preceding their proposed appointment under this contract.

Instructor (Basic Aviation): Certification

Instructor trainees shall participate in an FAA approved Instructor Orientation course which will consist of lecture and laboratory exercises. Instructor trainees will also be required to achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. The AMA-513 FAA Supervisor, or their designee, shall observe the instructor trainee for a minimum of one hour in order to determine if the trainee possesses mastery of subject matter and instructional technique. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-513 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Basic Aviation): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Basic Term in alATC)

These instructors will primarily assist in the conduct and administration of Course 50043, Air Traffic Basics (Terminal), and with those portions of Course 50044, Air Traffic Basics (Terminal) which do not involve RADAR, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Basic Term in alATC): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level III terminal ATC facility (as defined effective September, 1998) or an FAA ATC-7 facility (as defined beginning October, 1998). In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years preceding their proposed appointment under this contract.

Instructor (Basic Term in alATC): Certification

Classroom/Laboratory instructor trainees shall participate in an FAA approved Instructor Orientation course which will consist of lecture and laboratory exercises. Instructor trainees will also be required to achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. Instructor trainees will then need to successfully complete both classroom and laboratory certification procedures described below.

For classroom certification:

The AMA-513 FAA Supervisor, or their designee, shall observe the instructor trainee for a minimum of one hour in order to determine if the trainee possesses mastery of subject matter and instructional technique. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

For laboratory certification:

A certified instructor shall monitor the instructor trainee's progress. When the contracting supervisor deems the instructor trainee qualified for certification, they shall make that recommendation to the AMA-513 FAA Supervisor. Upon receiving recommendation, the instructor trainee will be required to demonstrate technical proficiency on all laboratory positions during a series of evaluation scenarios, not to exceed 80% complexity and volume. The Instructor trainee will also be required to demonstrate an ability to grade the performance of a student in accordance with established standards. The AMA-513 FAA Supervisor, or their designee, shall observe the instructor trainee during these scenarios. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-513 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Basic Term in aATC): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (En Route ATC)

These instructors will primarily assist in the conduct and administration of Course 50143, Air Traffic Basics (En Route), Course 50144, Air Traffic Basics (En Route), and Course 50033, Rehired En Route Controller Training, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (En Route ATC): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Air Route Traffic Control Center (ARTCC), or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level II en route ATC facility (as defined effective September, 1998) or an FAA ATC-9 facility (as defined beginning October, 1998). In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years preceding their proposed appointment under this contract.

Instructor (En Route ATC): Certification

Classroom/Laboratory instructor trainees shall participate in an FAA approved Instructor Orientation course which will consist of lecture and laboratory exercises. Instructor trainees will also be required to achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. Instructor trainees will then need to successfully complete both classroom and laboratory certification procedures described below.

For classroom certification:

The AMA-511 FAA Supervisor, or their designee, shall observe the instructor trainee for a minimum of one hour in order to determine if the trainee possesses mastery of subject matter and instructional technique. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

For laboratory certification:

A certified instructor shall monitor the instructor trainee's progress. When the contracting supervisor deems the instructor trainee qualified for certification, they shall make that recommendation to the AMA-511 FAA Supervisor. Upon receiving recommendation, the instructor trainee will be required to demonstrate technical proficiency during an evaluation scenario, not to exceed 80% complexity and volume. The AMA-511 FAA Supervisor, or their designee, shall observe the instructor trainee during this evaluation scenario. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-511 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (En Route ATC): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (En Route SM E)

These instructors will primarily assist in the development, revision, and maintenance of Terminal ATC option training courses and materials, and with various ISS projects, although they may also be assigned instructional duties in one or more Terminal ATC option courses.

Instructor (En Route SM E): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Air Route Traffic Control Center (ARTCC), or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level II en route ATC facility (as defined effective September, 1998) or an FAA ATC-9 facility (as defined beginning October, 1998). In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years preceding their proposed appointment under this contract.

Instructor (En Route SM E): Certification

Personnel in these positions, with the exception of those who are assigned to perform instructional duties, do not require FAA certification. Personnel who will be assigned instructional duties at any time will require FAA certification and will follow procedures equivalent to those outlined for the applicable instructor specialty.

Instructor (En Route SM E): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Flight Service)

These instructors will primarily assist in the conduct and administration of Course 50043, Air Traffic Basics (Terminal), Course 50143, Air Traffic Basics (En Route), Course 50243, Air Traffic Basics (Flight Service), Course 50244, Air Traffic Basics (Flight Service), and Course 50201, FSS En Route Flight Advisory Service (EFAS), although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Flight Service): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years FPL air traffic controller experience in an Automated Flight Service Station (AFSS).

Instructor (Flight Service): Certification

Classroom/Laboratory instructor trainees shall observe certified instructors in one full iteration of those portions of a course to which they will be assigned instructional and/or evaluation duties in order to be eligible for certification. Instructor trainees will also be required to achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. Instructor trainees will then need to successfully complete both classroom and laboratory certification procedures described below.

For classroom certification:

The AMA-514 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee possesses mastery of subject matter and instructional technique. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

For laboratory certification:

A certified instructor shall monitor the instructor trainee's progress. When the certified instructor deems the instructor trainee is qualified for certification, they will make that recommendation to the AMA-514 FAA Supervisor. Upon receiving recommendation, the instructor trainee will be required to demonstrate technical proficiency during an evaluation scenario. The AMA-514 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to make their determination. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-514 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Flight Service): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Flight Service SM E)

These instructors will primarily assist in the development, revision, and maintenance of Flight Service option training courses and materials, and with various ISS projects, although they may also be assigned instructional duties in one or more Air Traffic courses.

Instructor (Flight Service SM E): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years FPL air traffic controller experience in an Automated Flight Service Station (AFSS).

Instructor (Flight Service SM E): Certification

Personnel in these positions, with the exception of those who are assigned to perform instructional and/or evaluation duties, do not require FAA certification. Personnel who will be assigned instructional and/or evaluation duties at any time will require FAA certification and will follow procedures equivalent to those outlined for the applicable instructor specialty.

Instructor (Flight Service SM E): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Intl. En Route)

These instructors will primarily assist in the conduct and administration of En Route option ATC training courses managed by AMA-3, the International Training Service Center. They may also be involved in ISS projects. It must be noted that while the majority of this support will be required at the MMAC campus, these instructors may be required to travel to non-domestic locations.

Instructor (Intl. En Route): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Air Route Traffic Control Center (ARTCC), or other equivalent civilian facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding their proposed appointment under this contract. To the extent practicable, the contractor should attempt to provide candidates who have a minimum of 3 years CPC/FPL air traffic controller experience using ICAO procedures. Should the contractor be unable to locate a sufficient number of candidates with ICAO experience, candidates without the 3 years of ICAO experience will be acceptable. However, such instructors may require a considerably longer training period as they become familiar with ICAO procedures. The contractor should be prepared to demonstrate to AMA-500 management that all reasonable attempts have been taken to locate candidates with preferred qualifications before submitting these other candidates.

NOTE : It should be noted, that this instructor specialty allows for candidates to have qualifying ATCS experience outside the 5-year period required in other instructor specialties, as well as in facilities that do not meet the activity level proscribed for other specialties. Accordingly, the cross utilization of such instructors in other tasks will not be permitted. Therefore, to the extent practicable, the contractor should strive to find candidates for these instructor positions with experience of sufficient recency, and in appropriately rated facilities, to qualify them for cross utilization in other tasks, particularly if the contractor anticipates a future need for such cross utilization.

Instructor (Intl. En Route): Certification

Personnel in these positions do not require AMA-500 certification. Personnel who will be assigned instructional duties within another instructional specialty at any time will require FAA certification and will follow procedures equivalent to those outlined for the applicable instructor specialty.

Instructor (Intl. En Route): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Intl. Term inal)

These instructors will primarily assist in the conduct and administration of Terminal option ATC training courses managed by AMA-3, the International Training Service Center. They may also be involved in ISS projects. It must be noted that while the majority of this support will be required at the MMAC campus, these instructors may be required to travel to non-domestic locations.

Instructor (Intl. Term inal): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), or other equivalent civilian facility. In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding their proposed appointment under this contract. To the extent practicable, the contractor should attempt to provide candidates who have a minimum of 3 years CPC/FPL air traffic controller experience using ICAO procedures. Should the contractor be unable to locate a sufficient number of candidates with ICAO experience, candidates without the 3 years of ICAO experience will be acceptable. However, such instructors may require a considerably longer training period as they become familiar with ICAO procedures. The contractor should be prepared to demonstrate to AMA-500 management that all reasonable attempts have been taken to locate candidates with preferred qualifications before submitting these other candidates.

NOTE : It should be noted, that this instructor specialty allows for candidates to have qualifying ATCS experience outside the 5-year period required in other instructor specialties, as well as in facilities that do not meet the activity level proscribed for other specialties. Accordingly, the cross utilization of such instructors in other tasks will not be permitted. Therefore, to the extent practicable, the contractor should strive to find candidates for these instructor positions with experience of sufficient recency, and in appropriately rated facilities, to qualify them for cross utilization in other tasks, particularly if the contractor anticipates a future need for such cross utilization.

Instructor (Intl. Term inal): Certification

Personnel in these positions do not require AMA-500 certification. Personnel who will be assigned instructional duties within another instructional specialty at any time will require FAA certification and will follow procedures equivalent to those outlined for the applicable instructor specialty.

Instructor (Intl. Term inal): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Meteorology)

These instructors will primarily assist in the conduct and administration of those portions of various courses involving instruction in weather and weather-related topics. The courses supported, while primarily limited to flight service option training, will also include terminal and en route basic training courses. They will also provide ISS support for those portions of the above referenced courses and may be involved in other development projects as well.

Instructor (Meteorology): Qualifications

Candidates for these instructor positions shall possess, as a minimum, a baccalaureate degree in meteorology from an accredited college or university. In addition, candidates must have a minimum of 3 years experience as a journeyman level meteorologist in a National Weather Service (NWS) office, or equivalent civilian weather-related facility. Experience should include, but need not be limited to high altitude phenomena and local climatological analysis. Candidates must have held their qualifying position as a meteorologist within the 5 years preceding their proposed appointment under this contract.

Instructor (Meteorology): Certification

Classroom instructor trainees shall observe certified instructors in one full iteration of those portions of a course to which they will be assigned instructional duties in order to be eligible for certification. Instructor trainees will also be required to achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. The AMA-514 FAA Supervisor, or their designee, along with an NWS Meteorologist, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-514 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Meteorology): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Obstruction Evaluation)

These instructors will primarily assist in the conduct and administration of Course 12051, Obstruction Evaluation and Airport/Airspace Analysis (OE-AAA), although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Obstruction Evaluation): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), Air Route Traffic Control Center (ARTCC), or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, or headquarters specializing in the area of obstruction evaluation and/or airport/airspace analysis. Candidates for these positions must have held their qualifying position as an staff specialist within the 5 years preceding their proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding their proposed appointment under this contract.

Instructor (Obstruction Evaluation): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-522 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Obstruction Evaluation): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor Quality Assurance)

These instructors will primarily assist in the conduct and administration of Course 50314, Quality Assurance Program Administration, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor Quality Assurance): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), Air Route Traffic Control Center (ARTCC), Automated Flight Service Station (AFSS), or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, or headquarters specializing in the area of quality assurance. Candidates for these positions must have held their qualifying position as an staff specialist within the 5 years preceding their proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding their proposed appointment under this contract.

Instructor Quality Assurance): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-521 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-521 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor Quality Assurance): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (System Admin. - TMU)

These instructors will primarily assist in the conduct and administration of Course 50119, Enhanced Traffic Management Systems (ETMS) Administrator, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (System Admin. - TMU): Qualifications

Candidates for these instructor positions shall have, as a minimum, a baccalaureate degree in computer science, computer programming, or an equivalent degree field, from an accredited college or university. In addition candidates shall have at least 2 years experience as a computer system administrator, with responsibilities for the operation and administration of a UNIX based system, in either a mainframe or client-server environment.

Instructor (System Admin. - TMU): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-522 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (System Admin. - TMU): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Term inalATC RADAR)

These instructors will primarily assist in the conduct and administration of those portions of Course 50044, Air Traffic Basics (Terminal) which involve RADAR, and in Course 50029, Rehired Terminal Controller Training, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Term inalATC RADAR): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Terminal Radar Approach Control (TRACON), or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level III terminal ATC facility (as defined effective September, 1998) or an FAA ATC-7 facility (as defined beginning October, 1998). In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years preceding their proposed appointment under this contract.

Instructor (Term inalATC RADAR): Certification

Classroom/Laboratory instructor trainees shall observe certified instructors in one full iteration of those portions of a course to which they will be assigned instructional duties in order to be eligible for certification. Instructor trainees will also be required to achieve passing scores on all written and laboratory exercises included in that portion of a course to which they will be assigned. Instructor trainees will then need to successfully complete both classroom and laboratory certification procedures described below.

For classroom certification :

The AMA-512 FAA Supervisor, or their designee, shall observe the instructor trainee for a minimum of one hour in order to determine if the trainee possesses mastery of subject matter and instructional technique. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

For laboratory certification :

A certified instructor shall monitor the instructor trainee's progress. When the contracting supervisor deems the instructor trainee qualified for certification, they shall make that recommendation to the AMA-512 FAA Supervisor. Upon receiving recommendation, the instructor trainee will be required to demonstrate technical proficiency during an evaluation scenario, not to exceed 80% complexity and volume. The AMA-512 FAA Supervisor, or their designee, shall observe the instructor trainee during this evaluation scenario. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-512 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Term in) ATC RADAR): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Terminal SME)

These instructors will primarily assist in the development, revision, and maintenance of Terminal ATC option training courses and materials, and with various ISS projects, although they may also be assigned instructional duties in one or more Terminal ATC option courses.

Instructor (Terminal SME): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), or other equivalent civilian facility. This experience must have been at a facility equal to or exceeding either an FAA level III terminal ATC facility (as defined effective September, 1998) or an FAA ATC-7 facility (as defined beginning October, 1998). In addition, candidates for these positions must have held the position of CPC/FPL ATCS or first-level supervisory ATCS within the 5 years preceding their proposed appointment under this contract.

Instructor (Terminal SME): Certification

Personnel in these positions, with the exception of those who are assigned to perform instructional duties, do not require FAA certification. Personnel who will be assigned instructional duties at any time will require FAA certification and will follow procedures equivalent to those outlined for the applicable instructor specialty.

Instructor (Terminal SME): Risk/Sensitivity Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Traffic Management)

These instructors will primarily assist in the conduct and administration of Course 50115, Enhanced Traffic Management Coordinator (ETMC), and Course 50119, Enhanced Traffic Management Systems (ETMS) Administrator, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Traffic Management): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), Air Route Traffic Control Center (ARTCC), or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, ATCSCC, or headquarters specializing in the area of traffic management. Candidates for these positions must have held their qualifying position as a staff specialist within the 5 years preceding their proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding their proposed appointment under this contract.

Instructor (Traffic Management): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-522 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-522 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Traffic Management): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Training Adm in.):

These instructors will primarily assist in the conduct and administration of Course 50310, Air Traffic Facility Training Administration, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Training Adm in.): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), Air Route Traffic Control Center (ARTCC), Automated Flight Service Station (AFSS), or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a staff specialist in an FAA air traffic facility, regional office, or headquarters specializing in the area of facility ATC training administration. Candidates for these positions must have held their qualifying position as an staff specialist within the 5 years preceding their proposed appointment under this contract, and should have held a position of CPC/FPL ATCS or first-level supervisory ATCS within the 10 years preceding their proposed appointment under this contract.

Instructor (Training Adm in.): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-521 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-521 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Training Adm in.): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructor (Management/Supervision)

These instructors will primarily assist in the conduct and administration of Course 50316, Air Traffic Facility Management, and Course 50319, Operational Supervisor's Workshop-Cadre Facilitator Training, although they may also be involved in either the conduct of other courses or in ISS projects.

Instructor (Management/Supervision): Qualifications

Candidates for these instructor positions shall have a minimum of 3 years CPC/FPL air traffic controller experience in a civilian Airport Traffic Control Tower (ATCT), Terminal Radar Approach Control (TRACON), Air Route Traffic Control Center (ARTCC), Automated Flight Service Station (AFSS), or other equivalent civilian facility. In addition, candidates for these positions shall have a minimum of 1 year of experience as a second level supervisor and/or manager in an FAA air traffic facility, regional office, or headquarters. Supervisory and/or management experience in a field facility is preferable. Candidates for these positions must have held their qualifying position as a second level supervisor or manager within the 5 years preceding their proposed appointment under this contract.

Instructor (Management/Supervision): Certification

Classroom instructor trainees shall observe certified instructors in one full class in order to be eligible for certification. Instructor trainees may be given an option of observing an additional class of instruction. The AMA-521 FAA Supervisor, or their designee, shall then observe the instructor trainee for a minimum of one hour in order to determine if the trainee can be certified. Performance shall be documented and both the contract employee's supervisor and the COR will be notified of the results.

If the AMA-521 FAA Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the unsuccessful instructor trainee is unsuitable for continuation in the trainee's present job classification and shall be precluded from working in that job classification under this contract.

Instructor (Management/Supervision): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Section 3 . M anagem ent/Supervisory Positions

Project M anager / A lternate Project M anager

These are the individuals responsible for overseeing and directing the activities of all contract personnel providing support under this contract.

Project M anager / A lternate Project M anager: Q ualifications

Candidates for these instructor positions shall have a minimum of a Bachelors degree in Business Administration, Public Administration, Education, or any other area of study comparably relevant to the management of this effort, from an accredited college or university. In addition candidates shall have at least 5 years experience in the management and administration of efforts of scope and complexity comparable to that anticipated under this contract.

Project M anager / A lternate Project M anager: Certification

These positions do not require FAA certification.

Project M anager / A lternate Project M anager: R isk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for these positions has been determined to be Level 5 (Moderate Risk Public Trust).

Pseudo-Pilot Supervisor

These are the individuals responsible for overseeing and directing the activities of contract personnel providing Pseudo-Pilot support under this contract. These individuals will be expected to perform Pseudo-Pilot duties at least fifty (50) percent of their regularly scheduled time.

Pseudo-Pilot Supervisor: Qualifications

Candidates for these supervisor positions shall have, as a minimum, qualifications equivalent to those required of a Pseudo-Pilot, and have a minimum of two years experience as a Pseudo-Pilot. Prior certification in all five phases is preferred, but not required. Likewise, prior supervisory experience is preferred, but is not required.

Pseudo-Pilot Supervisor: Certification

These positions require FAA certification equivalent to that required for Pseudo-Pilots, for all six phases, as they may be called upon to provide Pseudo-Pilot support in any of these instructional areas in which they may serve as a Supervisor.

Pseudo-Pilot Supervisor: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Supervisor (InstructionalTask)

These are the individuals responsible for overseeing and directing the activities of contract personnel providing support within a particular task/subtask under this contract. These individuals will be expected to perform instructional duties at least fifty (50) percent of their regularly scheduled time.

Supervisor (InstructionalTask): Qualifications

Candidates for these supervisor positions shall have, as a minimum, qualifications equivalent to those required of an Instructor within the task/subtask they will supervise. Prior supervisory experience is preferred, but is not required.

Supervisor (InstructionalTask): Certification

These positions require FAA certification equivalent to whatever certification is required for instructors in the Task/Subtask they supervise, as they will be expected to perform instructional duties. Supervisors need not be certified in all courses within their task, requiring certification only for the course(s) in which they will perform instructional duties.

Supervisor (InstructionalTask): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Supervisor (InstructionalDesign Task)

These are the individuals responsible for overseeing and directing the activities of contract personnel providing support within a particular task/subtask under this contract. These individuals will be expected to perform instructional design duties corresponding to their area of expertise at least fifty (50) percent of their regularly scheduled time.

Supervisor (InstructionalDesign Task): Qualifications

Candidates for these supervisor positions shall have, as a minimum, qualifications equivalent to those required of either an Instructor or an Instructional Systems Specialist within the task/subtask they will supervise. Prior supervisory experience is preferred, but is not required.

Supervisor (InstructionalDesign Task): Certification

These positions do not require FAA certification, unless the position involves instructional duties, in which case the same certification requirements applicable to a Supervisor of an instructional task would apply.

Supervisor (InstructionalDesign Task): Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Section 4 . Other Positions

Administrative Assistant (Property)

These individuals provide non-technical administrative support to the FAA, assisting with the administration and management of physical property in accordance with applicable law, regulations, and procedures. This labor category is equivalent to the General Clerk V as described in the Service Contract Act Directory of Occupations. Duties may include, but need not be limited to, performing physical inventories of property in various locations assigned to AMA-500, maintaining detailed property records of all property, providing reports to AMA-500 management and others, and preparing various property-related government forms.

Administrative Assistant: Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and at least 2 year's experience in a comparable position. Candidates shall also demonstrate skill in spelling, minimum keyboard speed (i.e. 50 wpm at 90% accuracy), an ability to communicate orally and in writing, and proficiency in reviewing technical material. Additionally, candidates should be reasonably fit, as the work of these individuals involves limited, occasional exposure to physically demanding tasks such as heavy lifting (up to 50 lb.), bending, and stooping.

Administrative Assistant: Certification

These positions do not require FAA certification.

Administrative Assistant: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Computer Programmer I:

This position is described in the Service Contract Act Directory of Occupations, and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer programmer the contractor should propose. These individuals are responsible for programming, and testing computer programs for inclusion into the FAA's Computer Based Instruction (CBI). Duties include, but need not be limited to, determining appropriate logic and design requirements for computer programs ranging from simple linear tutorial lessons to simple real-time simulations, coding computer programs and/or portions of programs utilizing FAA approved programming languages, and working with the Computer Programmers II and III as necessary to create more complex programs and incorporate appropriate enhancements to improve on the CBI product. Duties will involve assisting in the development of new lessons for CBI, working with Computer Programmers II and III to update and revise current CBI lessons developed either in-house or by other organizations or contractors and the conversion of existing computer-based instruction lessons from older formats to the current CBI format.

Computer Programmer I: Qualifications

Candidates for these positions shall have, as a minimum, either an associate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university or at least 3 years of programming experience in AUTHORWARE, or similar CBT authoring language.

Computer Programmer I: Certification

These positions do not require FAA certification.

Computer Programmer I: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Computer Programmer II:

This position is described in the Service Contract Act Directory of Occupations, and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer programmer the contractor should propose. These individuals are responsible for designing, programming, and testing computer programs for inclusion into the FAA's Computer Based Instruction (CBI). Duties include, but need not be limited to, determining appropriate logic and design requirements for computer programs ranging from simple linear tutorial lessons to more advanced real-time simulations, coding computer programs and/or portions of programs utilizing FAA approved programming languages, and working with the Computer Programmer III and/or Computer Systems Analyst as necessary to create more complex programs and incorporate appropriate enhancements to improve on the CBI product. Duties will involve both the development of new lessons for CBI, updating and revising current CBI lessons developed either in-house or by other organizations or contractors and the conversion of existing computer-based instruction lessons from older formats to the current CBI format.

Computer Programmer II: Qualifications

Candidates for these positions shall have, as a minimum, either an associate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university or at least 5 years of programming experience in AUTHORWARE, or similar authoring language. Candidates may alternatively have, as a minimum, a baccalaureate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university and at least 3 year of programming experience in AUTHORWARE, or similar authoring language.

Computer Programmer II: Certification

These positions do not require FAA certification.

Computer Programmer II: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Computer Programmer III:

This position is described in the Service Contract Act Directory of Occupations, and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer programmer the contractor should propose. These individuals are responsible for designing, programming, and testing computer programs for inclusion into the FAA's Computer Based Instruction (CBI). Duties include, but need not be limited to, determining appropriate logic and design requirements for computer programs ranging from simple linear tutorial lessons to complex real-time simulations, coding computer programs and/or portions of programs utilizing FAA approved programming languages, and working with the Computer Systems Analyst as necessary to create more complex programs and incorporate appropriate enhancements to improve on the CBI product. Duties will involve both the development of new lessons for CBI, updating and revising current CBI lessons developed either in-house or by other organizations or contractors and the conversion of existing computer-based instruction lessons from older formats to the current CBI format.

Computer Programmer III: Qualifications

Candidates for these positions shall have, as a minimum, a baccalaureate degree in computer science, computer programming, or a comparable degree field, from an accredited college or university and at least 3 years of programming experience in AUTHORWARE, or similar authoring language. Candidates may alternatively have, as a minimum, a masters degree in computer science, computer programming, or a comparable degree field, from an accredited college or university and at least 1 year of programming experience in AUTHORWARE, or similar authoring language.

Computer Programmer III: Certification

These positions do not require FAA certification.

Computer Programmer III: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Computer Systems Analyst:

This position is described in the Service Contract Act Directory of Occupations, and shall have the meaning set forth in the most current edition of that publication. The following description of anticipated duties is included to assist the contractor in determining the level(s) of computer systems analyst to propose. These individuals are responsible for designing, programming, testing, implementing, and documenting computer programs for inclusion into the FAA's Computer Based Instruction (CBI). Duties include, but are not limited to evaluating logic and design requirements for computer programs ranging from simple linear tutorial lessons to complex real-time simulations, overseeing the coding of programs utilizing FAA approved programming languages, applying current technologies and researching new technologies to solve problems, improve productivity and enhance instructional delivery. The analyst will also ensure the thoroughness and accuracy of program documentation for all work completed and/or in progress and incorporate appropriate enhancements to improve on the CBI product. Duties will involve both the development of new lessons for CBI, updating and revising current CBI lessons and the conversion of existing computer-based instruction lessons from older formats to the current CBI format, as well as maintaining additional programs maintained by AMA-530 for field use (i.e. TRAX).

Computer Systems Analyst: Qualifications

Candidates for these positions shall have, as a minimum, a baccalaureate degree in computer science, computer programming, or an equivalent degree field, from an accredited college or university and at least 3 years of programming experience in AUTHORWARE, or similar authoring language, and 1 year of experience in the design of materials for instructional systems.

Computer Systems Analyst: Certification

These positions do not require FAA certification.

Computer Systems Analyst: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Desktop Publishing Technician

These individuals provide non-technical graphics development assistance in the preparation of instructional lessons, and perform non-technical clerical and typing duties associated with the preparation of instructional lessons, and other related instructional material developed for the FAA's training program. Duties may include, but need not be limited to, typing memoranda, letters, scripts, lesson plans, reports, and various types of training materials, as well as training publications and course control documentation, with duties frequently involving extensive use of macros and imbedded graphics. Duties may also include developing computer graphics designed by other specialists, conceptualizing computer graphics and creating designs with minimal instruction, incorporating graphics into training materials and other documents utilizing desktop publishing concepts and methods, and maintaining a graphics library of completed designs. These individuals are involved in inputting, modifying, and exporting graphics, as well as transferring, merging and adjusting designs as needed.

Desktop Publishing Technician : Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and twelve semester hours of college level work, or their equivalent, in graphic art, graphic design, computer aided design (CAD), or a related subject. Candidates shall also have at least 1 year of experience in a comparable position using at least one graphics software package or CAD system. Candidates shall also demonstrate minimum keyboard speed (i.e. 60 wpm at 90% accuracy), proficiency with word-processing software equivalent to that used in ISD activities under this contract, and an ability to develop computer graphics and merge the developed artwork into word processing documents utilizing desktop publishing concepts and methods.

Desktop Publishing Technician : Certification

These positions do not require FAA certification.

Desktop Publishing Technician : Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Editorial Assistant

These individuals provide non-technical editorial assistance in the preparation of instructional lessons, and other related instructional material developed for the FAA's training program. Duties may include, but need not be limited to, performing non-technical reviews of training documents and other materials, proofreading finished documents to ensure they contain proper format and arrangement, and advising and assisting technical specialists in their development of training material. Duties may also include the editing of material for objectivity, writing style, manner of presentation and format, but will involve only minor changes made after consultation with technical specialist, and using extreme care not to alter meaning or intent of the material.

Editorial Assistant: Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and at least 1 year's experience in a comparable position. Candidates shall also demonstrate skill in spelling, minimum keyboard speed (i.e. 50 wpm at 90% accuracy), proficiency with the word-processing software to be used in ISD activities under this contract, and proficiency in reviewing and proofreading technical material.

Editorial Assistant: Certification

These positions do not require FAA certification.

Editorial Assistant: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Education Specialist

These individuals assist the Instructional Systems Specialists, primarily with development of conventional training materials, and are responsible for developing, reviewing, editing, and evaluating instructional lessons, and other related instructional material developed for the FAA's training program. Duties may include, but need not be limited to, participating in the development of training materials, evaluating training materials as to their consistency, clarity, completeness, and educational soundness, and advising and assisting technical specialists in their development of training material.

Education Specialist: Qualifications

Candidates for these positions shall have, as a minimum, a baccalaureate degree in education, or any equivalent degree field containing a minimum of 18 semester hours in education-related courses, from an accredited college or university and at least 1 year of experience either in teaching or in the design of instructional systems. College curricula must include work in the areas of learning theory, instructional methods, statistics, research methodology, curriculum development and design, and educational evaluation.

Education Specialist: Certification

These positions do not require FAA certification.

Education Specialist: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Graphics Artist

This position is described in the Service Contract Act Directory of Occupations, and shall have the meaning set forth in the most current edition of that publication. These individuals provide support as a visual information specialist, and are responsible for designing, developing, implementing, and documenting computerized graphics elements for inclusion into the FAA's training programs and publications. Duties may include, but need not be limited to assisting in the planning of graphics projects, developing production schedules, preparing visual presentations using a variety of media (i.e. photography, computer graphics, computer animation, and videotape), creating original graphic compositions using graphics and/or presentation development software, and performing a full range of duties involved in combining computer graphics/animation with videotape productions through the use of computer hardware and software. These individuals routinely work with both two and three dimensional animation.

Graphics Artist: Qualifications

Candidates for these positions shall have, as a minimum, a baccalaureate degree in commercial art, fine arts, or a comparable degree field, from an accredited college or university. Candidates shall also have at least 2 years of experience in the development of computer graphics and animations and 1 year of experience in the design of materials for instructional systems. College curricula must include a minimum of six semester hours, or their equivalent, of computer aided design (CAD) and/or applied graphics and a minimum of three semester hours of animation. Additionally, college curricula must include work in the areas of art and design, commercial art, fine arts and drafting (with emphasis on PC graphics and/or desktop publishing). These additional curricula requirements may be waived, however, if a portfolio is provided that demonstrates the ability to develop 2D and 3D graphics and animations that load within 10 seconds or less in an Authorware (or other FAA approved authoring program) environment.

Graphics Artist: Certification

These positions do not require FAA certification.

Graphics Artist: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Instructional Design Specialist

These individuals are responsible for designing instructional materials, utilizing conventional and/or computerized delivery systems as required, and coordinating all phases of instructional material development in support of the FAA's training program. Duties may include, but need not be limited to, developing training proposals, conducting job task and/or needs analyses, preparing course control documentation, developing instructional objectives, reviewing tests and other measurement instruments, and conducting instructional analysis and evaluation of various types of course materials. In certain cases, duties may also include providing instruction.

Instructional Systems Specialist: Qualifications

Candidates for these positions shall have, as a minimum, a baccalaureate degree or higher in instructional systems design, or an equivalent degree field, from an accredited college or university and 3 years experience in the design of instructional systems. College curricula must include work in the areas of instructional systems design, learning theory, instructional methods, statistics, research methodology, tests and measurement, cognitive or educational psychology, and educational evaluation.

Instructional Systems Specialist: Certification

Personnel in these positions, with the exception of those with specific instructional duties, do not require FAA certification. Personnel who will be assigned instructional duties will require FAA certification equivalent to that required for instructors the following in order to receive FAA certification.

Instructional Systems Specialist: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Pseudo-Pilot

These individuals provide operate a combination of CRT/keyboard/VCS to simulate the actions and communication of pilots and remote ATC facilities during medium and high fidelity training exercises in one or more training courses. Pseudo-pilots receive voice commands from student controllers, input proper entries into the automated system to simulate pilot actions, translate displayed information into appropriate ATC terminology, and respond to the student via the VCS utilizing proper phraseology.

Pseudo-Pilot: Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and at least 1 year of experience in a comparable position. Candidates shall also demonstrate minimum keyboard speed (i.e. 40 wpm with 90% accuracy), possess an ability to read and interpret materials such as diagrams and manuals, and an ability to speak clearly and be understood.

Pseudo-Pilot: Certification

Pseudo-Pilot certification consists of six separate certification phases, the first of which (Terminal radar lab) is required for all personnel in this labor category. The remaining certification phases (Terminal IIDS classroom, En Route radar lab, En Route IIDS classroom, Tower Cab simulator and Tower Cab table-top lab) are provided to only limited numbers of Pseudo-Pilot because of the lower demand for Pseudo-Pilot support in those instructional areas.

The certification process required of all trainees (Terminal radar lab) involves the following. Trainees receive classroom instruction covering those areas of air traffic control and computer operation required to perform their job function. They are next given a series of practice sessions, working with either certified Pseudo-Pilots or Instructors playing the part of the FAA student. Certified Pseudo-Pilots then provides trainees with additional on-the-job training working with actual students. Upon completion of these activities, and with a recommendation from the Pseudo-Pilot Supervisor, the AMA-512 FAA Supervisor or their designee evaluates the trainee, on a scenario not to exceed 80% complexity. If the Supervisor, or their designee, finds the instructor trainee deficient and ineligible for certification, the COR will issue a determination to the contractor that the trainee is unsuitable for continuation in their present job classification and shall be precluded from working in that job classification under this contract.

Once a trainee has successfully completed this first phase of the certification process, they may be utilized only in support of Terminal radar laboratory training. However, while certification training in the remaining phases follows the same general process as is described above, failure to achieve certification in these phases will not constitute a basis for determining the trainee is unsuitable for continuation in their present job classification. Rather, personnel will merely be prohibited from providing support in an area if they are not certified to do so. Based on the irregular nature of Pseudo-Pilot requirements, certification in multiple areas is to the advantage of the Pseudo-Pilot, as it enhances their ability to obtain more regular employment. That is why the contractor is solely responsible for determining which personnel are to receive certification training in the last four phases. The FAA's sole functions are to advise the contractor as to the total number of certified pilots required in each instructional area, and to make the certification determinations.

Pseudo-Pilot: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 1 (Low Risk / Non-Sensitive).

Technical Writer

This position is described in the Service Contract Act Directory of Occupations, and shall have the meaning set forth in the most current edition of that publication. The following information is included for clarification only. These individuals serve as an advisor for the writing and development of instructional lessons, and other related material developed for the FAA's training program. Duties may include, but need not be limited to, assisting in determinations of appropriate presentation methods, evaluating text content, writing various training materials, and editing material for style, layout, design, grammar, clarity, readability, and conformity to standards. Duties may also include writing, reviewing, and revising training materials using word processing and/or desktop publishing software, and advising and assisting technical specialists in their development of training material.

Technical Writer: Qualifications

Candidates for these positions shall have, as a minimum, a baccalaureate degree in education, journalism, English, or equivalent degree field, from an accredited college or university and at least 1 year of experience either in technical writing or in the design of instructional systems (experience in writing of technical training materials preferred). College curricula must include a minimum of six semester hours, or the equivalent, of English composition or grammar. Candidates shall also demonstrate grammatical and spelling skills, proficiency with the word-processing software to be used in ISD activities under this contract, and an ability to accurately describe technical information in simple, clear language.

Technical Writer: Certification

These positions do not require FAA certification.

Technical Writer: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Training Materials Clerk

These individuals assist a training materials coordinator in the completion of their tasked activities. Duties may include, but need not be limited to, maintaining an inventory of training support materials, preparing initial requests for printing and/or audiovisual production, serving as a focal point for training materials publication and distributions, performing non-technical clerical duties, and distributing, or assisting in the distribution of, training materials as required, which may involve distribution to FAA field facilities.

Training Materials Clerk : Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and at least 1 year of experience in a comparable position. Candidates shall also demonstrate minimum keyboard speed, an ability to read and interpret materials such as diagrams and manuals, an ability to communicate orally and in writing, the ability to accurately perform basic mathematical operations and keep accurate records. Additionally, candidates should be reasonably fit, as the work of these individuals involves regular exposure to physically demanding tasks such as heavy lifting (up to 50 lb.), bending, and stooping.

Training Materials Clerk : Certification

These positions do not require FAA certification.

Training Materials Clerk : Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Training Materials Coordinator:

These individuals perform the duties of a Materials Coordinator, as defined in the Directory of Occupations, as they apply to the processes involved in developing, publishing and distributing training materials related to training courses supported by this contract. Duties may include, but need not be limited to, maintaining an inventory of training support materials and supplies, preparing initial requests for printing and/or audiovisual production, serving as a focal point for training materials publication and distributions, performing non-technical clerical duties (filing, duplicating equipment operation, etc.), and distributing, or assisting in the distribution of, training materials as required, which may involve distribution to FAA field facilities. The training materials coordinator also provides general supervision to one or more training materials clerks.

Training Materials Coordinator: Qualifications

Candidates for these positions shall have a high school diploma or equivalent, and at least 3 years of experience in a comparable position. Candidates shall also demonstrate minimum keyboard speed, an ability to read and interpret materials such as diagrams and manuals, an ability to communicate orally and in writing, the ability to accurately perform basic mathematical operations and keep accurate records. Additionally, candidates should be reasonably fit, as the work of these individuals involves regular exposure to physically demanding tasks such as heavy lifting (up to 50 lb.), bending, and stooping.

Training Materials Coordinator: Certification

These positions do not require FAA certification.

Training Materials Coordinator: Risk/Security Level

In consideration of all applicable factors, the risk/sensitivity level for this position has been determined to be Level 5 (Moderate Risk Public Trust).

Course Descriptions

Descriptions of the various courses managed by,
maintained by, or supported by:

AMA-500

for use in connection with
Air Traffic Instructional Support Service Contract

DTFA-02-01-D-03699

Prepared by AMA-500 Staff

March 31, 2000

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Resident Courses managed by AMA-500

12051: Basic Obstruction Evaluation and Airport/Airspace Analysis (OE-AAA)

AMA-522

This course is primarily designed for air traffic, aviation standards, airports, and airway facility personnel involved in the obstruction evaluation and airport/airspace analysis programs at the regional/Washington headquarters level. The course consists of classroom instruction and laboratory exercises. Course content includes application of FAR 77, criteria; evaluation of aeronautical effect; issuance of hazard/no-hazard determinations; obstruction marking and lighting; FAR 157 and airport improvement program (AIP), airport processing, and issuance of airport airspace determinations.

12053: OE/AAA Refresher Training,

AMA-522

This refresher training is designed for personnel presently involved in the obstruction evaluation/airport airspace analysis program at the regional/Washington headquarters level. The refresher provides a review of applicable program documents and current FAA policy. Documents reviewed include FAR's 77 and 157, Order 7400.2, applicable advisory circulars, and MOU's. Discussions are held concerning the proper application of the documents. Attendees are also requested to suggest areas to be covered prior to attending the training.

50019: Airspace and Procedures

AMA-522

This course is designed primarily for airspace and procedures specialists in centers, terminals, regional offices, and Washington headquarters. The course consists of classroom and laboratory instruction on air traffic control documents pertaining to the airspace procedures specialist in center and terminal facilities.

50029: Rehired Terminal Controller Training

AMA-512

Designed for former terminal full-performance-level controllers who are being reemployed by the FAA. Training consists of indoctrination, classroom instruction, and laboratory exercises designed to reacquaint the participant with the technical and cultural aspects of ATC and the changes that have occurred since 1981.

50033 : Rehired En Route Controller Training
AMA-511

Designed for former en route full-performance-level controllers who are being reemployed by the FAA. Training consists of indoctrination, classroom instruction, and laboratory exercises designed to reacquaint the participant with the technical and cultural aspects of ATC and the changes that have occurred since 1981.

50034 : Terminal Basic Radar Training
AMA-512

This course is designed for terminal air traffic control specialists and consists of classroom and laboratory instruction. The instruction provided will enable the specialist to operate radar control positions and solve radar air traffic control problems. Course length includes 1 day of performance verification.

50041 : Tower Cab Training for Rehired Controllers
AMA-513

This course is designed to train rehired controllers in the current tower cab policies and procedures, separation standards, and equipment usage to prepare for entry into on-the-job training in a terminal field facility.

50043 : Air Traffic Basics (Terminal)
AMA-513

The air traffic basics course is designed for newly hired air traffic control specialists hired either competitively or through the cooperative education program. The course covers basic subjects that are prerequisite to option-specific skill training. There are no prerequisites for the course. The primary methods of instruction are lecture supplemented by embedded questions and discussion points, video segments, animation, two- and three-dimensional graphics, student handouts, and individual and group exercises.

50044 : Initial Terminal Training
AMA-513

This course is designed for students who will be assigned to terminal facilities. It consists of classroom and laboratory instruction in both tower cab and terminal radar procedures. The academic instruction provided will enable the students to satisfactorily pass three required written examinations: tower visibility certification, BRITE and radar qualification. This training enables students to operate tower flight data, clearance delivery, ground control, local control positions, and the terminal radar arrival/departure positions. Upon

completion of the training students will be able to demonstrate the ability to sequence arriving/departing ac in accordance with FAA Order 7110.65.

50115: Enhanced Traffic Management Coordinator (ETMC)
AMA-522

This course is designed primarily for full-performance-level personnel newly selected for traffic management coordinator positions (specialist or supervisory) at all ARTCC's and level 4/5 TRACON/terminals. Other candidates could be supervisors, staff specialists, personnel required to perform traffic management duties, airway facility (AF/AOS) personnel, and non-FAA participants (domestic and international). The course consists of classroom and lab instruction. Subject areas include TM management system/unit (TMS/TMU), open-system workstation users, TM associated equipment, TM programs/procedures required for implementation, and weather coordinator duties.

50118: VSCS Air Traffic Database Management
AMA-511

This training is designed for specialists responsible for maintaining the voice switching and control system (VSCS) air traffic database. The course content is VSCS database management sector communications and administrative functions associated with the VSCS. It would be beneficial to the student to complete course 55046 prior to attending this course.

50119: Enhanced Traffic Management Systems (ETMS) Administrator
AMA-522

This course is designed primarily for those personnel newly selected to be systems administrators for the open-system ETMS at their duty site's traffic management unit. The course consists of classroom and lab instruction. Subject areas include TMS/unit (TMS/TMU), open-system ETMS administrator duties, to include major functions/tasks that they must be able to perform to administer the ETMS and enable its use, database management, system security, and enabling and modifying user access are among the topics covered.

50143: Air Traffic Basics (En Route)
AMA-511

The air traffic basics course is designed for newly hired air traffic control specialists hired either competitively or through the cooperative education program. The course covers basic subjects that are prerequisite to option-specific skill training. There are no prerequisites for the course. The primary methods of instruction are lecture supplemented by embedded questions and discussion points, video segments, animation, two- and three-dimensional graphics, student handouts; and individual and group exercises.

50144 : Initial En Route Training
AMA-511

This course is designed for developmental en route air traffic control specialists (ATCS). It provides job-related knowledge and skill-oriented training. This training consists of classroom instruction, medium fidelity skills practice utilizing an interactive PC-based instructional system, and full fidelity simulation in an en route laboratory environment. Instruction provided will enable the developmental to progress into field-delivered stages of air traffic control training.

50201 : FSS En Route Flight Advisory Service
AMA-514

This course is designed for newly selected flight watch specialists, facility training specialists, and first-line supervisors at flight watch facilities. The course consists of classroom instruction and laboratory exercises on the flight watch position in an automated flight service station (AFSS) and an in-depth study of weather causes, effects, hazards, and the weather products available to the flight watch specialist. This course is pass/fail.

50242 : Flight Service Initial Weather Training
AMA-514

This course teaches basic weather theory. It contains all the weather related information contained in the flight service initial qualification training program, course 50240 or 50241. It is designed to prepare the student to take the national weather service pilot weather briefer's certification, weather satellite interpretation, and weather radar certification examinations. This course will prepare the student to enter a structured facility-conducted training program that will enable them to certify as a full-performance-level journeyman at an automated flight service station.

50243 : Air Traffic Basics (Flight Service)
AMA-514

The air traffic basics course is designed for newly hired air traffic control specialists hired either competitively or through the cooperative education program. The course covers basic subjects that are prerequisite to option-specific skill training. There are no prerequisites for the course. The primary methods of instruction are lecture supplemented by embedded questions and discussion points, video segments, animation, two- and three-dimensional graphics, student handouts; and individual and group exercises.

50244 : Initial Flight Service Training
AMA-514

This course is initial training for individuals selected for the flight service option or transferring from either the terminal or en route option to the flight service option. It provides the necessary flight service and weather knowledge to prepare the student to begin on-the-job training at a field flight service station.

50248 : OASIS System Administrator Training
AMA-514

This conventional course is designed to prepare flight service supervisors or staff specialists to manage the operational and supportability implementation system (OASIS). This course will include a more in-depth understanding of the oasis than provided in the OASIS supervisor training. The course will enable the student to add/delete users, assign user privileges, active remote workstations, create e-mail addresses, edit the weather graphics products, transition the system database to a new 56-day update, and perform system auditing.

50302 : Air Traffic Control (ATC) Indoctrination for Executives
AMA-521

This course is for executives from government and industry associated with aviation who require a general understanding of the air traffic system. It will assist in the development of a broad understanding of the services provided, the procedures employed, and the problems encountered in air traffic control (ATC). The course consists of classroom instruction and tours to facilities when time and conditions permit. Subject areas include the nation's airspace, navigational aids and airports, and air traffic services, and facilities.

50310 : Air Traffic Facility Training Administration
AMA-521

This course consists of classroom and lab instruction on identification of training orders and documents, training administration requirements, record management, team interaction, facility training responsibilities, qualification training requirements, proficiency training requirements, operational requirements, and documentation. A strong emphasis is placed on workshop activity and the importance of the 3120.4 Air Traffic Technical Training Order.

50314: Quality Assurance Program Administration
AMA-521

This course is designed primarily for newly assigned air traffic quality assurance managers and specialists in en route centers, terminals, and flight service stations. The course consists of classroom and laboratory instruction on air traffic control documents pertaining to the quality assurance programs in air traffic facilities. Participants will receive instruction on facility evaluations, preparing accident and incident files, performing accident and incident analysis, and administering the operational error and deviation investigation and reporting program.

50316: Air Traffic Facility Management
AMA-521

This course is designed primarily for persons selected for their first air traffic (AT) facility manager's position. Other candidates are facility officers, supervisors, staff specialists, and personnel identified for supervisory positions. The course consists of classroom and laboratory instruction with air traffic facility management documents pertaining to the management of an AT facility. Students receive instruction on day-to-day management of an AT facility including budget and procurement, training, accident/incident reports, negotiating with FAA/non-FAA offices, LMR, leadership, travel, HRM, and administrative skills. Team building, travel manager, and IPPS have been integrated.

50319: Operational Supervisor's Workshop-Cadre Facilitator Training
AMA-521

This course prepares cadre instructors for delivery of course 55047, ATC operational supervisors. The activities include group discussions, team activities, case study exercises, and interactive instructions. The course content includes administrative, technical, and human relations skills necessary for operational supervisors to accomplish their day-to-day tasks. Emphasis is placed on instructional content and delivery methods, utilizing group facilitation skills.

50405: Cadre-Traffic Alert and Collision Avoidance System (TCAS)
AMA-513

This course is for cadre training at each ARTCC and terminal hub facility. The cadre will deliver TCAS training to the controller work force and facility training specialists. Field training delivery will be supported with a nationally developed videotape and facilitator's guide. TCAS training for air traffic controllers is a National Transportation Safety Board (NTSB) requirement.

50408 : Cadre Training for Airport Surface Detection Equipment -3
AMA-513

This course is the cadre (train-the-trainer) course for those persons who will teach course 55042, airport surface detection equipment - 3 (ASDE-3), in the field. The course consists of classroom and laboratory instructions on the new ASDE-3 system.

53004 : Common ARTS Support Specialist
AMA-522

This course is designed for air traffic terminal support specialists at automated radar approach control facilities that are or will be utilizing the ARTS IIA or ARTS IIIA common automated radar terminal system (common ARTS). It provides the necessary skills, knowledge, and abilities, through classroom lecture and practical laboratory exercises required to perform the air traffic functions associated with the common ARTS support specialists tasks.

53XXX : ARTS IIIA (UNDER DEVELOPMENT)
AMA-522

This course, under development as of the date of this document, is being designed for air traffic terminal support specialists at automated radar approach control facilities that are or will be utilizing the ARTS IIIA automated radar terminal system. It will provide the necessary skills, knowledge, and abilities, through classroom lecture and practical laboratory exercises required to perform the air traffic functions associated with the unique ARTS IIIA support specialists tasks.

55048 : Fundamentals of ATC OJTI: Facilitator Cadre Training
AMA-521

This training prepares classroom instructors to present the OJTI course at field facilities. Cadre training will review the course contents including OJT environment, learning process, training team process, and OJT process. Participants will practice presenting course materials.

55050 : ATC Teamwork Enhancement (ATTE): Facilitator Training
AMA-521

Prepares cadre instructors to present the air traffic teamwork enhancement controller workshop. Participants will be given instruction in facilitation skills, workshop content, and training methods. Topic areas include: understanding air traffic teamwork; being a resource; communicating with others; and managing conflict and stress. Participants will be provided with a complete set of instructor materials.

Correspondence Courses maintained by AMA-500

54003: Automation Specialist Course, Terminal
AMA-521

This course is designed primarily for air traffic control specialists (ATCS) preparing to enter air traffic automation. It is a self-study course and consists of training in computer history, types of computers, numbering systems, flow charting, computer systems, processing, and input/output (I/O) devices. Training provided will acquaint the specialist with air traffic automation.

54009: Transaction Application Language (TAL) syntax for AUS
AMA-514

This course is designed for automation specialists (AUS) responsible for application software on the flight service automation system (FSAS) model 1 full capacity flight service data processing system (FSDPS). This correspondence study program covers the fundamentals of TAL syntax structure.

Field-Conducted Courses supported by AMA-500

55007: ARTS IIA Operational Equipment for Air Traffic Controllers AMA-513

This course is designed to train air traffic control specialists (ATCS) on the keyboard operations of the automated radar terminal system (ARTS) IIA computer.

55015: DENRO, Type I ICSS AMA-513

This course is designed for air traffic control specialists (ATCS) who operate DENRO, type I integrated communications switching system (ICSS) equipment. The course includes general theory characteristics and provides instructions for system startup, operation, and shutdown. It includes both normal and emergency operating procedures.

55016: ATCS LITTON II ICSS AMA-513

This course is designed for air traffic control specialists (ATCS) who operate the LITTON, type II integrated communications switching system (ICSS) equipment. The course includes equipment capabilities, provides tabular instructions for system startup, operation, and shutdown.

55017: Supervisory ATCS/Staff Specialist LITTON II ICSS AMA-513

This course is designed for supervisory air traffic control specialists (SATCS), staff specialists, and system administrators who operate and program the integrated communications switching system (ICSS) equipment. The course includes an introduction to microcomputers, equipment programming, and system startup, operations, and shutdown.

55022: Terminal Site-Specific Radar ATC AMA-512

This course is the initial terminal radar training for site-specific radar. The course must meet the requirements listed in the national terminal instructional program guide (IPG), TP-12-0-1. Curriculum must be the current approved FAA academy radar training facility (RTF) curriculum.

55024 : Terminal Controller-In-Charge (CIC)
AMA-513

This course is designed for terminal option air traffic control specialists who are assigned the collateral duty of controller-in-charge. It is delivered through a combination of self-study and on-the-job training. A qualification test will be administered under the direction of the facility manager or designee. Major subjects include facility administration, facility operations, facility system and component malfunction reporting, management of unusual situations, and operational error and deviation reporting.

55025 : Flight Service Controller-In-Charge (CIC)
AMA-514

This course is for full-performance-level controllers who have temporarily assumed the responsibility of the facility operations supervisor position. This course provides comprehensive training in the operation of this position. Classroom subjects include facility administration, facility operations, aircraft incident and accident reports, and equipment outages. Successful completion of this course will qualify controllers to perform the duties of controller-in-charge.

55034 : Model 1 Full Capacity (M1FC) Specialist Training
AMA-514

This is field training for automated flight service specialists with previous flight service experience at a conventional station, but without previous model 1 experience. The course covers all aspects of the model 1 full capacity (M1FC) system as it pertains to the flight service specialist function. It identifies and teaches the differences between model 1 and M1FC.

55036 : Model 1 Full Capacity (M1FC) Supervisor Training
AMA-514

This is field training for automated flight service supervisors with previous flight service experience at a conventional station, but without previous model 1 experience. The course covers all aspects of the model 1 full capacity (M1FC) system as it pertains to the flight service supervisor function.

55037 : Airport Surveillance Radar, ASR-7
AMA-513

This course is designed to train air traffic control specialists (ATCS), facility staff, supervisory, and managerial personnel in the use and operation of the airport surveillance radar (ASR-7) system. The course consists of classroom

and laboratory instruction on the ASR-7 system. This training will enable facility personnel to attain certification of the ASR-7 equipment.

55038 : Airport Surveillance Radar, ASR -8
AMA-513

This course trains air traffic control specialists (ATCS), facility staff, supervisory, and managerial personnel in the use and operation of the ASR-8 system. The course consists of classroom and laboratory instruction on the ASR-8 system. The training will enable facility personnel to attain certification on the ASR-8 equipment.

55039 : Precision Runway Monitor (PRM)
AMA-513

This course is designed to train air traffic control specialists (ATCS) and supervisory personnel in the use of the precision runway monitor (PRM) system. The course consists of classroom instruction and laboratory exercises to teach the characteristics, capabilities, set-up, initialization, operation, and shutdown of the PRM system. This training enables facility personnel to function within the PRM operational environment. The course is designed for 8 hours of classroom lecture and 8 hours of lab/simulation.

55040 : Airport Surveillance Radar, ASR -9
AMA-513

This course is designed to train air traffic control specialists (ATCS), facility staff, supervisory, and managerial personnel in the use and operation of the ASR-9. The course consists of classroom and laboratory instruction on the ASR-9 system and using the cadre training system. This training will enable facility personnel to attain certification on the ASR-9 equipment.

55042 : Airport Surface Detection Equipment (ASDE)-3
AMA-513

This course is designed to train air traffic control specialists (ATCS), facility staff, supervisory and managerial personnel in the use and operation of the ASDE-3 system. The course consists of classroom and laboratory instruction on the new ASDE-3 system. This training will enable facility personnel to attain certification on the ASDE-3 equipment.

55044 : VSCS Air Traffic Control Specialist Operations Course
AMA-511

This course is designed for air traffic controllers who operate the voice switching and control system (VSCS). It includes keyboard and display module functions, system overview, and equipment operations.

55046 : VSCS Supervisory Air Traffic Control Specialist Course
AMA-511

This course will instruct supervisory air traffic controllers how to use the voice switching and control system (VSCS) supervisory workstation. It consists of keyboard functions, system overview, and supervisory position equipment.

55047 : ATC Operational Supervisor's Workshop
AMA-521

This training is field conducted. It is for operational supervisors. This course will train supervisors how to accomplish their day-to-day tasks through the provisions of administrative, technical, and human relations skills. Activities included will assist supervisors in incorporating team building skills into their daily job functions. The course consists of classroom instruction, case-study exercises, and joint problem activities.

55049 : Fundamentals of ATC On-the-Job Instruction (OJTI)
AMA-521

This course is designed to make on-the-job (OJT) instructors and supervisors effective in the OJT environment and help them to meet their obligations under FAA Order 3120.4. This course is mandatory for newly selected ATC OJT's.

55051 : Air Traffic Controllers Teamwork Enhancement Workshop
AMA-521

Designed primarily for en route and terminal controllers to improve individual and team performance and maximize use of personal and team resources. Delivered in an active, participative environment. Topic areas include understanding air traffic teamwork, communicating with others, being a resource, and managing conflict and stress.

55053 : Assistant Controller Training Stage II
AMA-511

Purpose of this training is to provide the specific skills needed to enter on-the-job training and to prepare the individual to qualify and certify on all assistant controller positions and to obtain certification on those positions.

55054 : Nonradar/Radar-Associated Controller Training Stage III
AMA-511

This course will provide students with the knowledge and skills necessary to perform nonradar/radar-associated controller duties under live traffic conditions. Students should demonstrate the ability to perform independently all duties of the position on all sectors within the assigned area of specialization and attain certification on those sectors. An optional training path is offered to allow the individual to begin radar training before certifying on all nonradar/radar-associated positions.

55055 : Radar Controller Training - En Route Stage IV
AMA-511

This training qualifies individuals to perform the full range of duties to attain certification on all radar positions of operation in an area of specialization.

55056 : Optional En Route Stage III Training Path - Initial
AMA-511

This training provides the knowledge and skills necessary to attain certification on the first two nonradar-associated control positions, followed by the first two radar positions of operation in an area of specialization.

55057 : Optional En Route Stage IV Training Path - Final
AMA-511

Qualifies the individual for certification on the remaining nonradar/radar-associated control positions and radar positions of operation in an area of specialization.

55058 : Air Traffic Control Specialist Controller Tools
ATX-100

This is a contractor developed and administered, field conducted course to train ATCS in the operation of the controller's tool functions and controls. The course is intended for ATCS's and supervisory personnel assigned oceanic control duties. Lecture and laboratory methods are used. Laboratory exercises are performed using the ISD in a simulated environment.

55059: OSHA 29CFR 1960.20, Emergency Exit Routes in ATC Towers
AMA-530

This vendor-developed course provides training for air traffic control and airway facilities personnel on requirements for ATC towers with one means of exit. The course consists of a lesson plan including handouts, train-the-trainer workbook, employee handbook, video-based training, and end-of-lesson test.

55060: Flight Data
AMA-513

Prepares the individual for flight data position qualification and certification.

55061: Clearance Delivery
AMA-513

Prepares individual for clearance delivery position qualification and certification.

55062: Ground Control
AMA-513

Prepares the individual for ground control position qualification and certification.

55063: Local Control/Cab Coordinator Position Training
AMA-513

Prepares the individual for local control position qualification and certification and cab coordinator position qualification and certification.

55064: Facility Training - Nonradar Terminal Control
AMA-513

Prepares the individual for nonradar terminal control position qualification and certification.

55065: Facility Training - Radar Control Terminal
AMA-513

Prepares the individual for radar control position qualification and certification.

55066: Enhanced Terminal Voice Switch (ETVS) TED Course
AMA-513

This is a conventional training course designed to prepare terminal controllers to operate the touch entry device (TED) which is a component of DENRO's enhanced terminal voice switch (ETVS) air/ground and ground/ground communications.

55067: Enhanced Terminal Voice Switch (ETVS) MHK Course
AMA-513

This is a conventional training course designed to prepare terminal controllers to operate the membrane hardkey (MHK) which is a component of DENRO's enhanced terminal voice switch (ETVS). The ETVS is a communication system that provides air/ground and ground/ground communications.

55068: Enhanced Terminal Voice Switch (ETVS) SCT Course
AMA-513

This is a conventional training course designed to prepare terminal supervisors to operate the system configuration terminal (SCT) which is a component of DENRO's enhanced terminal voice switch (ETVS). The ETVS is a communication system that provides air/ground and ground/ground communications. The SCT allows the supervisor to change the configuration of the ETVS to meet the needs of the facility during specific situations.

55069: Automated Radar Terminal System IIA
AMA-513

This academy-developed course is designed to teach air traffic control specialists, supervisory, and staff personnel the functions, operations, and keyboard entries of the automated radar terminal system (ARTS IIA). Classroom instruction and laboratory exercises cover the computer subsystems, operational and support programs, display data and controls, data blocks, the controller quick reference card, and the keyboard inputs.

55070: Automated Radar Terminal System IIIA
AMA-513

This academy-developed course is designed to teach air traffic control specialists, supervisory, and staff personnel the functions, operations, and keyboard entries of the automated radar terminal system (ARTS IIIA). Classroom instruction and laboratory exercises cover the computer subsystems, operational and support programs, display data and controls, data blocks, the controller quick reference card, and the keyboard inputs.

55071: Automated Radar Terminal System IIIA
AMA-513

This academy-developed course is designed to teach air traffic control specialists, supervisory, and staff personnel the functions, operations, and keyboard entries of the automated radar terminal system (ARTS IIIA). Classroom instruction and laboratory exercises cover the computer subsystems, operational and support programs, display data and controls, data blocks, the controller quick reference card, and the keyboard inputs.

55072: Controller-In-Charge (CIC) (En Route)
AMA-530

This lesson covers topics necessary to train full-performance level air traffic control specialists selected for CIC in the En Route option.

55073: Controller-In-Charge (CIC) (Terminal)
AMA-530

This course covers topics necessary to train full-performance-level air traffic control specialists selected for CIC duties in the Terminal environment.

55074: ACE-IDS System Administrator
AMA-514

This course is conventional classroom training and hands-on practice designed for staff or air traffic control specialists who are responsible for system configuration of the ACE-IDS. It covers the use of the system administrator's terminal to configure the ACE-IDS controller display, design, modify, and/or augment site specific screens for display on the controller's display. This course will initially be conducted by the vendor at installation of the ACE-IDS equipment at each site. Attrition training will be the responsibility of each site.

55075: RDVS IIA Touch Entry Device (TED)
AMA-530

This conventional training course is designed to prepare terminal controllers to operate the TED, which is a component of LITTON-AMECON's rapid deployment voice switch IIA (RDVS IIA). The RDVS IIA is a communication system that provides air/ground and ground/ground communications.

55077: RDVS IIA CCT Course
AMA-530

This conventional training course is designed to prepare terminal supervisors to operate the configuration control terminal (CCT) which is a component of LITTON-AMECON's rapid deployment voice switch IIA (RDVS IIA). The RDVS IIA is a communication system that provides air/ground and ground/ground communications. The CCT allows supervisors to change the configuration of the RDVS IIA to meet the needs of the facility during specific situations.

55078: ARTS IIA Transition Training
AMA-513

This course is designed to train air traffic control specialists for the transition from automated radar terminal system IIA (ARTS IIA) to automated terminal radar terminal system IIA (ARTS IIA). The course of instruction includes classroom lecture and computer-based instruction.

55116: Traffic Management Coordinator Facility Training
AMA-522

The course is designed primarily for traffic management system personnel who have completed course 50115 and are training for position certification at all ARTCC's, level 4 and 5 TRACONs, and the ATCSCC. It will allow for local policies and procedures to be included in the instruction. It will also provide refresher training for tm personnel to renew their knowledge of national and local rules and regulations. The course consists of classroom instruction and on-the-job training (OJT). The specialists will be able to perform, under normal supervision, the duties of the traffic management specialist for each operating position in the traffic management unit.

55203: Weather Satellite
AMA-514

This weather satellite course is designed for flight service station (FSS) specialists located at field facilities who have already learned the general weather concepts. The course consists of indoctrination, classroom instruction, and laboratory exercises. The FSS specialist will learn to identify/differentiate among various weather elements shown on satellite imagery. These weather elements are cloud patterns, cloud types, geographical coverages, areas of restrictions to visibility, convective activity, cloud formation/dissipation (events), cloud patterns accompanying thunderstorms, and locations of weather in relation to surface weather systems.

55206 : Pilot Weather Briefing
AMA-514

This course is designed for full-performance-level flight service station specialists or first-line supervisors. The course consists of in-depth weather and pilot briefing training presented on instructional videotapes. Student interaction is required through the use of practice exercises and end-of-lesson tests. The purpose of this training is to prepare specialists to become better pilot weather briefers. This course will be conducted at hub flight service stations. The videotapes may also be used as individual refresher units.

55225 : Flight Service Station Area Knowledge
AMA-514

This course is Phase IV of the flight service facility qualification and certification training. It provides the developmental with the knowledge necessary to begin position qualification training. The training is conducted in accordance with Air Traffic Technical Training, Order 3120.4h.

55226 : Flight Service Station (FSS) Weather Observer
AMA-514

This course, Phase V of the flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform weather observer duties. Training is conducted in accordance with Air Traffic Technical Training, Order 3120.4h.

55228 : Flight Service Station (FSS) Broadcast
AMA-514

This course, Phase VI of the flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform broadcast duties. This training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55229 : Flight Service Station (FSS) Flight Data
AMA-514

This course, Phase VII of the flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform flight data duties. This training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55230 : Flight Service Station (FSS) Preflight
AMA-514

This course, Phase VIII of the flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform preflight duties. This training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55231 : Flight Service Station (FSS) In-Flight
AMA-514

This course, Phase IX of the flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform in-flight duties. This training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55234 : ICSS Specialist Training-LITTON Type III
AMA-514

This course is designed for automated flight service station (AFSS) personnel who use the integrated communications switching system (ICSS) LITTON, Type III equipment. It is conducted by facility training specialists at AFSS sites and consists of classroom instruction and laboratory exercises. The subject areas include the use of the ICSS equipment; intercom, interphone, and radio functions; the automatic call distribution (ACD) system; and the voice retrieval and store (VRS) system.

55235 : ICSS Supervisor Training-LITTON Type III
AMA-514

This course is designed for automated flight service station (AFSS) supervisory personnel who use the integrated communications switching system (ICSS) LITTON, Type III equipment. It is conducted by facility training specialists at AFSS sites and consists of classroom instruction and laboratory exercises. The subject areas include the system control unit (SCU); the automatic call distribution voice retrieval and store (ACD/VRS) audio bridge, monitoring the ACD, recording ACD system prompts, extracting data from the management information system (MIS), and modifying agents in the MIS.

55239 : Automated Flight Service Station (AFSS) Area Knowledge
AMA-514

This course, Phase IV-A of the automated flight service facility qualification/certification training, provides the developmental with the knowledge necessary to begin position qualification training in a model 1

equipped AFSS. Training is conducted in accordance with Air Traffic Technical Training, Order 3120.4

55240 : Autom ated Flight Service Station (AFSS) W eather Observer
AMA-514

This course is Phase V-A of the automated flight service facility qualification/certification training. It provides on-the-job training for position qualification and certification to perform weather observer duties. Training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55241 : Autom ated Flight Service Station (AFSS) Broadcast
AMA-514

This course, Phase VI-A of the automated flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform broadcast duties. Training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55242 : Autom ated Flight Service Station (AFSS) Flight Data/Edit
AMA-514

This course, Phase VII-A of the automated flight service facility qualification/certification training, provides on-the-job training for position qualification/certification to perform flight data duties. Training is conducted in accordance with Air Traffic Technical Training, Order 3120.4

55243 : Autom ated Flight Service Station (AFSS) NOTAM
AMA-514

This course, Phase VIII-A of the automated flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform NOTAM duties. Training is conducted in accordance with Air Traffic Technical Training, Order 3120.4

55244 : Autom ated Flight Service Station (AFSS) Preflight
AMA-514

This course, Phase IX-A of the automated flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform preflight duties. Training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55245 : Autom ated Flight Service Station (AFSS) In flight
AMA-514

This course, Phase X-A of the automated flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform inflight duties. This training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55246 : Autom ated Flight Service Station (AFSS) Coordinator
AMA-514

This course, Phase XI-A of the automated flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform coordinator duties. This training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55247 : FSS/AFSS En Route Flight Advisory Service (EFAS)
AMA-514

This course, Phase XII-A of the automated flight service facility qualification/certification training, provides on-the-job training for position qualification and certification to perform en route flight advisory service (EFAS) duties. This training is given only at facilities with EFAS positions and to individuals selected to staff these positions. This training is conducted in accordance with Air Traffic Technical Training, Order 3120.4.

55248 : OASIS Specialist Training
AMA-514

This course is an integral part of a computer-based and conventional training program designed to prepare flight service specialists to operate the operational and supportability implementation system (OASIS) through interaction with the weather information and navigational graphics system (WINGS) and weather information network display (WIND) application software. These two software programs are the specialist's interface to flight planning and weather information.

55249 : OASIS Supervisor Training
AMA-514

This conventional course is designed to prepare flight service supervisors to manage the operational and supportability implementation system (OASIS). The course will include a more in-depth understanding of the oasis that will enable the supervisor to monitor the system for errors and interact with the oasis hotline to resolve system problems.

55250 : ICSS DENRO , Operator Training - Phase IA
AMA-514

This course is designed for automated flight service station (AFSS) specialists who use integrated communication switching system (ICSS) DENRO, Type III, Phase IA equipment. It is conducted by facility training specialists at AFSS sites and consists of classroom instruction and laboratory exercises. The subject areas include the use of ICSS equipment; intercom, interphone, and radio functions; the automatic call distribution (ACD) system; and the voice retrieval and store (VRS) system.

55251 : ICSS DENRO , Supervisor Training - Phase IA
AMA-514

This course is designed for automated flight service station (AFSS) supervisory personnel who use integrated communications switching system (ICSS) DENRO, Type III, Phase IA equipment. It is conducted by facility training specialists at AFSS sites and consists of classroom instruction and laboratory exercises. The subject areas include the use of ICSS equipment; intercom, interphone, and radio functions; the automatic call distribution (ACD) system; and the voice retrieval and storage (VRS) system. Upon completion of this course, the supervisor will be knowledgeable about ICSS equipment, operation procedures, and the commands that are used.

55401 : STARS ESL/EASL for ATCS
ATX-100

This course is designed to provide air traffic controllers with the knowledge and skills necessary to operate the STARS early display configuration (EDC) and existing automation service levels. Materials from courses 57401 and 59401 are to be used by facility training specialists to tailor the course to site needs. Sufficient simulation practice shall be included to permit students to successfully complete performance evaluation.

55501 : National Weather Service Tower Visibility Examination
AMA-513

This examination tests the developmental air traffic control specialist's (ATCS) knowledge of observing and reporting procedures for determining tower visibility values in accordance with the federal meteorological handbook.

55502 : Terminal BRITE Radar Qualification Examination
AMA-513

This examination tests the developmental air traffic control specialist's (ATCS) ability to define terms associated with primary and secondary radar; knowledge

of the basic components of BRITE controls; and the functional use of tower radar displays.

55503: Terminal Radar Qualification Examination
AMA-513

This examination tests the developmental air traffic control specialist's (ATCS) ability to define terms associated with primary and secondary radar, knowledge of basic radar procedures, and knowledge of radar separation procedures.

55504: En Route Radar Qualification Examination (CPT)
AMA-511

This examination tests the developmental air traffic control specialist's (ATCS) ability to define terms associated with primary and secondary radar, knowledge of the basic radar procedures, and knowledge of radar separation procedures.

55505: EFAS Recertification Examination
AMA-514

This examination is the written portion of the en route flight advisory service (EFAS) recertification. Final certification requires a performance evaluation certified by the specialist's facility manager.

55508: Control Tower Operator Examination
AMA-513

The CTO is the control tower operator's certificate to operate in a control tower. The certification examination is directed by FAR, Part 65 (Certification of Airmen), Subpart B - Air Traffic Control Tower Operators.

55509: Next Generation Radar (NEXRAD)
AMA-514

This course is designed to train flight service specialists in the knowledge of radar fundamentals and characteristics. It will also train them to recognize and interpret weather phenomena from weather surveillance radar - 1988 doppler (WSR-88D) products that are significant to the safe operation of aircraft. These products include: base reflectivity; composite reflectivity; layer composite reflectivity; echo tops; and the velocity azimuth display (CCT) wind profile. It will provide information required for the written WSR-88D examination.

55510: Terminal DBRITE Certification Examination
AMA-513

Tests the developmental ATCS ability to define terms associated with primary and secondary radar; knowledge of the basic components of the digital bright

radar indicator tower equipment (DBRITE) controls; and the functional use of tower radar displays.

55511 : Limited Aviation Weather Reporting Stations (LAWRS)
AMA-514

This course is conducted in field facilities and combines classroom and laboratory activities. Classroom instruction is designed to provide the skills and knowledge necessary to take and disseminate weather observations for LAWRS. This includes study in the areas of sky conditions and ceiling, visibility, weather and obstructions to vision, pressure, temperature, dew point, and wind. Upon completion of the course, students are given the limited aviation weather reporting stations certification examination.

55512 : Weather Analysis Certification Exam
AMA-514

This examination is the written portion of the weather analysis training. In addition, final pilot weather briefing certification requires successful completion of an oral performance exam administered by the national weather service.

56001 : Airspace Management (Air Force)
AMA-500

This course provides training on the national airspace system (NAS), categories of airspace, military training route program, airspace and air traffic control criteria, airspace charting and lead time, environmental aspects, and exercise airspace requirements.

58006 : Terminal Doppler Weather Radar (TDWR)
AMA-513

This course is designed to train air traffic control specialists (ATCS) and supervisory personnel in the use and operation of the terminal doppler weather radar (TDWR) system. The course consists of classroom and laboratory instruction on the TDWR system. This training will enable facility personnel to attain certification on the TDWR equipment.

58007: Telecommunications Processor Air Traffic Control Specialist
ATX-100

The course is designed for air traffic control specialists. The training includes classroom lecture and computer simulation in a lab setting. The course objective is to train specialists how to operate telecommunications processor sector workstations. The course includes system overview, monitor adjustments, work station keyboard including message composition, and historical message search and scroll features. Special information: stand-alone training simulator will be available at Oakland and New York ARTCC. Training conducted by HUGHES AIRCRAFT.

58008: ODL Air Traffic Control Specialist
ATX-100

This course is designed for air traffic control specialists who will use oceanic data link (ODL) for air traffic communications. The course consists of classroom lecture, training simulator laboratory, and examinations. Subject areas include system overview, followed by ODL air traffic control operations that cover the various ODL sector workstation display windows and message composition.

58009: Interim Situation Display for ATCS
ATX-100

This is a contractor developed and administered, field-conducted course to train air traffic control specialists in the operation of the interim situation display (ISD). It includes the functions and use of icons, windows, switches, controls, and indicators on the ISD. The course is intended for ATCS's and supervisory personnel assigned to oceanic control duties. Lecture and laboratory methods are used. Laboratory exercises are performed using the ISD in a simulated environment.

59401: STARS ESL/EASL Air Traffic Operator's Training
ATX-100

This vendor-developed traditional lecture/laboratory course is designed to provide air traffic control specialists the knowledge and skills necessary to transition to STARS. It includes a system overview, emergency service level, and existing automation service-level function set training. It is presented in 6 lessons and 4 laboratories.

59402: STARS FSL Air Traffic Operator's Training
ATX-100

This vendor-developed traditional lecture/laboratory course is designed to provide air traffic control specialists the knowledge and skills necessary to

transition to STARS full-service level. It includes a system overview, FSL function set and supervisory functions training. It is presented in 15 lessons and 14 laboratories.

59403 : STARS AT COACH Operator's Training
ATX-100

This vendor-developed traditional lecture/laboratory course is designed to provide air traffic control specialists the knowledge and skills necessary to load, run, and operate the AT COACH simulator. It includes an AT COACH system overview, pseudo-pilot function, set at coach setup, and at coach support functions training. Scenario build and maintenance tasks are emphasized. It is presented in 4 lessons and 3 laboratories.

Computer-Based Instruction (CBI) supported by AMA-500

01001: (CBI) Emergency Readiness for the 21st Century
AMA-530

This course is designed to help FAA employees to understand the role of the FAA, its managers, and employees during a local or national crisis. The course presents information on the FAA's emergency readiness program and on preparing for and responding to natural disasters, technological emergencies, and security threats. The course is comprised of 2 hours mandatory and 4 hours supplemental training material. The course may be substituted for course 14039, Emergency Readiness for the 21st Century (correspondence course).

57000: (CBI) Facility Technical Liaison Officer (FTLO)
AMA-530

This course is designed for anyone with responsibility for administering the air traffic instructional services (ATIS) contract. It consists of 13 lessons and a comprehensive test of the contents of the ATIS contract. A copy of the ATIS contract is required in order to complete the lessons. The course contains background information and contents of the contract, explicit directions for managing the contract, direction for completing the various forms and documents required, evaluations required under the terms of the contract, and legal and ethical regulations and directives that pertain to contract administration.

57001: (CBI) Ops - Accidents and Other Unusual Situations
AMA-530

This course trains air traffic supervisors in the required procedures when accidents, incidents, or other unusual events take place. Each module uses scenarios to provide details about the steps that must be completed within the first few hours of the event.

57002: (CBI) NOTAMS
AMA-530

After completing this lesson, student will be able to identify and list the types of NOTAMs and, through simulation exercises, demonstrate how to classify, prepare, read, and transmit NOTAMs.

57003 : (CBI) In-Flight Icing
AMA-530

This training covers five main topics: categories and intensities of icing; cause of icing; pilot needs and wants; controller actions; and reporting.

57004 : (CBI) Military Operations: Aerial Refueling
AMA-530

This military operations training is comprised of five modules: aerial refueling; altitude reservations; formation flights; special-use airspace; and special operations. The objective of this course is to increase the knowledge and awareness of procedures, rules, and terms associated with military operations.

57005 : (CBI) ASOS
AMA-530

This is a CBI course designed to identify the components of the automated surface observing system (ASOS) and its function. It also prepares the students to edit and augment the automated weather report generated by ASOS prior to transmission. This course is the equivalent of conventional course 50318.

57006 ; (CBI) ATC Communications
AMA-530

This course contains a series of exercises that allow the air traffic controller to practice listening, memory, read-back, phraseology, and error recognition skills.

57007 : (CBI) Terminal Radar Speed Adjustment
AMA-530

This training will acquaint the student with when, where, and how to apply speed adjustments and how to terminate speed adjustments.

57009 : (CBI) METAR/TAF (Advanced)
AMA-530

This course is designed for controllers who either take limited aviation weather reports (LAWRS) or have pilot weather briefer responsibilities. It covers how to encode and interpret the international format for METAR and interpret TAF. The course contains all the information from the METAR (basic) course as well as METAR/TAF (advanced). Students taking the advanced course should not take the basic course as a prerequisite.

57012 : (CBI) H ijacked Aircraft
AMA-530

This computer-based instruction (CBI) lesson is designed for terminal and en route air traffic controllers. The course describes the procedures for handling hijacked aircraft.

57013 : (CBI) Aircraft Bom b Threats
AMA-530

This lesson is designed for terminal and en route air traffic controllers. The training describes the emergency procedures for handling in-flight, on-the-ground, and hijacking bomb threats.

57014 : (CBI) RTF Radar Vectoring
AMA-530

This lesson is designed for developmental and full-performance-level air traffic controllers at terminal radar facilities to increase their knowledge of the procedures, techniques, and phraseology utilized in radar vectoring.

57015 : (CBI) M ilitary Operations - A ltitude R eservations
AMA-530

This computer-based instruction lesson is designed for use by terminal and en route air traffic controllers to increase their knowledge of the terms separation requirements and flight data processing associated with altitude reservations (ALTRV's).

57016 : (CBI) Instructional Testing
AMA-530

This computer-based instruction (CBI) lesson is designed to teach training personnel how to write performance-based objectives, good test questions, and distracters. Training personnel can also use this lesson to create site-specific computer-based tests. No additional software is required to compile, run, or administer tests created with this lesson. Tests created with this program can be saved or archived for later use.

57017 : (CBI) M ilitary Operations: Special Use Airspace
AMA-530

This CBI lesson provides the student with general definitions and explanations of various types of special use airspace; responsibilities and requirements for

both controller and user; separation standards, and altimeter adjustment procedures.

57018: (CBI) RTF: Primary and Secondary Radar
AMA-530

This CBI lesson provides basic background information on the operation of primary and secondary radar systems. Items covered include basic radar principles, primary and secondary radar systems and targets, and radar phenomena (jamming, anomalous propagation, and interference). This lesson is targeted to those individuals with a limited knowledge of radar operation.

57019: (CBI) RTF: Radar Separation
AMA-530

This CBI lesson provides a review of the criteria and principles involved in the separation of aircraft using both primary and secondary radar targets. Items covered include basic separation minima, separation of aircraft in formation flight, separation from adjacent sectors and airspace, separation from obstructions, and separation of departing aircraft. This lesson presumes FPL-level knowledge.

57020: (CBI) Altitude Assignment
AMA-530

This CBI lesson provides a review of basic altitude assignment procedures and criteria in both the terminal and en route environments. Items covered are altitude assignment information, direction of flight criteria, procedures for altitude above FL290, cruise clearances, and a review of various altitude minima. This lesson presumes FPL-level knowledge.

57021: (CBI) RTF: Radar Identification
AMA-530

This CBI lesson provides the FPL controller with a review of basic radar identification practices and procedures. Items covered are radar identification terminology and methods, identification status, position information, and questionable identifications. This lesson presumes FPL-level knowledge.

57022: (CBI) Military Operations: Military Training Routes
AMA-530

This computer-based instruction (CBI) lesson provides the student with an introduction to basic route components and IFR, VFR, and slow route procedures and phraseologies.

57023: (CBI) DARC
AMA-530

This CBI course covers the transition to and from the DARC backup system for en route controllers. It contains four modules covering how DARC fits into NAS, the procedures to be followed at the start of a shift to ensure a smooth transition to DARC if necessary, the transition from host to DARC/host, system limitations in the DARC/host mode, transition from host to DARC/only, and transition from a DARC mode back to host operation. The user may also elect to view an optional 25-minute video.

57024: (CBI) Low-Level Wind Shear/Microburst Alerts
AMA-530

This CBI lesson provides the controller with a review of procedures for receiving and disseminating low-level wind shear and microburst information. Items covered are characteristics of wind shear and microbursts and the effects of wind shear and microbursts on aircraft. Methods for receiving windshear and microburst alerts, procedures for disseminating alerts, and inter/intra-facility coordination. The lesson assumes FPL knowledge.

57025: (CBI) Taxi Into Position and Hold
AMA-530

This is a refresher course that covers the procedures and phraseology used to issue a taxi into position and hold clearance. The primary audience is air traffic control specialists in the terminal option.

57030 : (CBI) Wake Turbulence
AMA-530

This course addresses the procedures to be followed to keep aircraft clear of the turbulent wake of other aircraft. Topics include causes, behavior, and consequences of wake turbulence; the separation rules and control procedures for arriving aircraft; and departing aircraft.

57032 : (CBI) Emergencies
AMA-530

This CBI lesson provides refresher training for FPL controllers on criteria for determining when an emergency exists and the course of action to follow in selected situations.

57033 : (CBI) WSR-88D Radar Image Interpretation
AMA-530

This is a computer-based course designed for air traffic control specialists who require basic weather radar knowledge and use WSR-88D products in their daily work assignments. This training will prepare the student for the national weather service (NWS), weather radar certification exam and enable them to effectively utilize WSR-88D products. It contains instructions for each of the products, then provides practical exercises that utilize the products in realistic situations.

57034 : (CBI) Aircraft Performance and Characteristics
AMA-530

This reference tool provides air traffic control specialists with two useful resources: (1) an on-line visual database of aircraft performance information, including photographs and selected silhouettes for over 250 aircraft and (2) a set of four tutorials which provide fundamental information related to aircraft performance. The four tutorials cover FAA classification of aircraft, reporting how aircraft speed effects air traffic control, and the effects of air density on aircraft performance.

57035 : (CBI) Familiarization Training
AMA-530

This lesson is an introduction and overview of the familiarization travel program. This lesson will discuss basic criteria for travel based on the February 1997 changes to FAA Order 3120.29. Items included are frequency of travel, dress code, flight deck procedures, and trip reports. This lesson will also present video sequences from an actual familiarization trip.

57036 : (CBI) VTABS Master Instructor/Supervisor System Overview
AMA-511

This training is for ATCS personnel responsible for master instructor/supervisor interactions on the VSCS training and backup system (VTABS). The course is 100% CBI. Subjects include system introduction, system overview, VTABS workstations, cut-over switch subsystem, system monitor, and control subsystem. The VTABS, VSOM, and MIDS manuals are required for the course.

57037 : (CBI) VTABS Database Management
AMA-511

This training is for ATCS personnel responsible for VSCS training and backup system (VTABS) database management. The course is 100% computer-based instruction (CBI). Subjects include system introduction, system overview, VTABS workstations, database management, and system monitor and control subsystem. A CBI terminal is required. Also required are the VTABS, VSOM, and MIDS manuals.

57038 : (CBI) DSR /Air Traffic Control Specialist Course
AMA-530

This vendor-developed CBI course provides computer human interface training to enable air traffic control personnel to transition from the M1/PVD console to the DSR console controller functions set. It includes system overview, keyboard, and display functions in 5 radar associate and 13 radar control modules.

57039 : (CBI) DSR /Supervisory and Traffic Management Specialist
AMA-530

This vendor-developed CBI course provides computer human interface training to prepare supervisory and traffic management air traffic personnel to transition to the DSR console supervisory and traffic management functions set. The course consists of two CBI modules emphasizing the supervisory and traffic management functions.

57040 : (CBI) DSR /Ghost-Pilot Operations
AMA-530

This vendor developed CBI course provides computer human interface training to enable air traffic personnel to perform the DSR ghost-pilot function set. The course consists of one CBI module emphasizing the ghost-pilot functions. Course 57038, DSR/Air Traffic Control Specialist is a prerequisite.

57041 : (CBI) Special VFR
AMA-530

This lesson deals with the specific weather conditions and other circumstances that must exist before special VFR can be authorized. The controller will then practice proper phraseology to issue special VFR clearances.

57042 : (CBI) Oceanic Data Link Air Traffic Operator's Training
AMA-530

This vendor-developed computer-based instruction course is designed to provide oceanic air traffic control specialists with the knowledge and skills necessary to operate the oceanic data link in a multi-sector environment. It includes a system overview, introduction, operational computer human interface, controller inputs and display output. Practice CHI sessions are conducted on the ODL simulator and an end-of-course examination is administered.

57043 : (CBI) Traffic Situation Display
AMA-530

This course introduces the benefits of traffic situation display (TSD) and provides transition training for experienced traffic management specialists so they will be able to use the new interface. TSD is the new interface to the enhanced traffic management system (ETMS).

57045 : (CBI) Creating Quality CBT
ATX-100

This course will answer basic questions on planning, course design, content design, interactivity, scripts and story boards, and production. It includes useful tips and best practices presentations that show how professionals address typical problems faced by all CBT developers.

57046 : (CBI) AIDCS Controller Training
ATX-100

This vendor developed, computer-based course provides an overview of the air traffic services interfacility data communications system (AIDCS) for both the controller and supervisor/staff at oceanic centers. The course includes a description of the system hardware, functional description, purpose of the AIDCS, and provides instruction on the use of supervisor features, such as messages, menu's, and monitor adjustments.

57047: (CBI) Digital Bright Radar Indicator Equipment (DBRITE)
AMA-530

This lesson is an introduction and overview of the digital bright radar indicator equipment (DBRITE). This lesson was designed to prepare the student for the DBRITE OJT. This is not a tutorial of the entire DBRITE system and its related functions.

57048: (CBI) LMR for Leaders
AMA-530

This course consists of 20 CBI modules (MGT01-MGT20) focused on providing air traffic first-level/operational supervisors with the necessary leadership and knowledge skills to be successful in the current and future LMR air traffic environment. The material is easily segmented into very focused subject areas dealing with a myriad of subjects that constitute the very complex arena of LMR. Additionally, the series contains a very comprehensive and complete electronic research database that can be used for future research of applicable issues.

57049: (CBI) En Route Speed Adjustment
AMA-530

This lesson covers procedures, methods, and minima for applying speed adjustment. Associated phraseology is also included in the lesson. The lesson is appropriate for both FPL and developmental air traffic controllers. FPL controllers can go directly to the exercises for refresher training and bypass the tutorial portion of the lesson. Information in this lesson is also covered in course 55055 Radar Controller Training, lesson E-11-11 Speed Adjustment.

57050: (CBI) En Route: Radar Vectoring
AMA-530

This lesson covers the reasons for issuing vectors, appropriate vectoring methods with associated phraseology, and the purpose of an MIA chart. This lesson is appropriate for both FPL and developmental air traffic controllers. FPL controllers can go directly to the exercises for refresher training and bypass the tutorial portion of the lesson. Information in this lesson is also covered in course 55055, Radar Controller Training, lesson E-11-9 Radar Vectoring.

57051: (CBI) Radar Services to VFR Aircraft
AMA-530

This lesson covers the basic types of radar services provided to VFR aircraft. Students will review the criteria for applying these services. Students will be

provided with an option-specific scenario to further enhance their understanding of the services and some techniques for providing them.

57052 : (CBI) Situational Awareness - En Route and TRACON
AMA-530

This course consists of four lessons: how decisions are made - this lesson allows controllers to think about where specific ATC actions (e.g., Issuing a clearance, scanning, updating a data block, traffic advisories) fit into a decision-making model; scanning - this lesson covers scanning techniques and pitfalls that must be avoided; mental models - this lesson includes a brief introduction relating the phrase 'getting the big picture' to the cognitive process of developing a mental model of the situation; projection - this lesson includes a brief introduction to the concept of 'projecting' and identifies the potential pitfalls that must be avoided.

57053 : (CBI) ATC OER Communications - En Route and TRACON
AMA-530

The ATC operational error reduction (OER) communications course describes an ATC communication model that emphasizes the need for standard phraseology and for active listening. This model serves as the basis for the analysis of several operational error case studies. Upon completion of the course, controllers will recognize the importance of proper phraseology and active listening in air traffic control.

57054 : (CBI) Reducing Operational Errors - En Route and TRACON
AMA-530

This CBI course consists of 5 modules (introduction, situational awareness, ATC communications, using all your resources, and breaking error chains). These modules can be used as stand alone courses. This course is designed to emphasize ATC en route and terminal approach control (TRACON) operational error reduction strategies. Through interactive instruction and exercises, controllers will learn about situational awareness, ATC communications, resources, and breaking error chains.

57055 : (CBI) Flight Progress Strip Distribution
AMA-530

This lesson covers center sectors including fix postings. It outlines the procedures used to distribute flight progress strips to the appropriate sectors. The information in this lesson is also covered in course 55053, Assistant Controller Training, lesson E-5-5, Flight Progress Strip Distribution.

57056 : (CBI) Jet Route Structure
AMA-530

This lesson covers the jet route structure and includes nav aids, intersections/DME fixes, and mileages. Information in this lesson is also covered in course 55053, Assistant Controller Training, lesson E-5-1, Jet Route Structure.

57057: (CBI) Controller-In-Charge (CIC) (En Route)
AMA-530

This lesson covers topics necessary to train full-performance-level air traffic control specialists selected for CIC duties in the En Route environment.

57058: (CBI) Non-Radar Separation
AMA-530

This course consists of four modules that detail separation rules to be applied in a non-radar environment. The four modules are vertical separation, lateral separation, longitudinal separation, and initial separation. The initial separation module covers rules for the initial separation of successive departures and for separation of arriving and departing aircraft.

57059: (CBI) Transfer of Control
AMA-530

This lesson provides the FPL controller with a review of the terminology and procedures for coordinating use of airspace and transferring control of airspace. Items covered are when to coordinate, method for coordinating, who to coordinate with, when to transfer control, and when to assume control. The lesson presumes FPL knowledge.

57060: (CBI) Controller-In-Charge (CIC) (Terminal)
AMA-530

This lesson covers topics necessary to train full-performance-level air traffic control specialists selected for CIC duties in the terminal environment.

57061: (CBI) Preventing Runway Incursions
AMA-530

This course is designed to emphasize ATC strategies for preventing runway incursions. Through interactive instruction and exercises, controllers will learn about maintaining tower situational awareness, communications, resources, and error chains.

57062: (CBI) Situational Awareness – Tower
AMA-530

This module will consist of one lesson which will outline the critical elements of a visual and auditory scan of the controller's control area. The lesson will describe how an effective scan can help identify potential static and dynamic "hot spots" in airport operations. The lesson will also demonstrate controller

methods for appropriately prioritizing actions based on the information obtained in and effective scan.

57063 : (CBI) Reducing Runway Incursions-Tower Communications
AMA-530

This lesson emphasizes the need for standard phraseology and active listening from both the pilot and controllers perspective. Audio, graphics and photographs will be used to emphasize that large percentage of runway incursions are a result of readback/hearback errors. A communication model is presented that serves as a basis for reducing runway incursions. This model is used to analyze several runway incursions.

57064 : (CBI) Controller In Charge (FSS)
AMA-530

This lesson covers topics necessary to train flight service station specialists selected for controller-in-charge duties.

57065 : (CBI) Air Traffic Y2K Contingency Training
AMA-530

This CBI course is a compilation of air traffic contingency training. The course has been divided into En Route, Terminal, and Flight Service options. The course consists of the following lessons: FAA Emergency Responsibilities, Security Threats, Hijacked Aircraft Procedures, Aircraft Bomb Threats, Emergency Situations, Oceanic Emergency Procedures, Non-Radar Separation, and Transition to DARC.

57066 : (CBI) Enhanced Terminal Voice Switch (ETVS) TED Course
AMA-530

This course is designed to prepare terminal controllers to operate the touch entry device (TED) which is a component of DENRO's ETVS. The ETVS is a communication system that provides air/ground and ground/ground communications.

57067 : (CBI) Enhanced Terminal Voice Switch (ETVS) MHK Course
AMA-530

This course is designed to prepare terminal controllers to operate the membrane hardkey (MHK) which is a component of DENRO's ETVS. The ETVS is a communication system that provides air/ground and ground/ground communication.

57068: (CBI) Enhanced Terminal Voice Switch (ETVS) SCT Course
AMA-530

This course is designed to prepare terminal supervisors to operate the system configuration terminal (SCT) which is a component of DENRO's ETVS. The ETVS is a communication system that provides air/ground and ground/ground communications. The SCT allows the supervisor to change the configuration of the ETVS to meet the needs of the facility during specific situations.

57069: (CBI) Safety Alerts and Traffic Advisories
AMA-530

This lesson provides students with a review of the procedures and phraseology used in the issuance of safety alerts and traffic advisories, and for dealing with merging targets. Students will review duty priorities as well as types of alerts and advisories.

57070: (CBI) Arrival and Approach Procedures
AMA-530

This lesson covers basic types of approaches, arrival information, procedures for navigation to final, and procedures for issuing approach clearances.

57071: (CBI) DSR Computer Operational Equipment (Stage 2)
AMA-530

This course explains the relationship between HOST and DSR equipment. It introduces the interface equipment included in the position consoles, explains the A-position time, alarm, CRD views, and how to operate the flight strip printer. There are practice exercises to familiarize you with the equipment and an end-of-lesson test. This lesson is equivalent to Course 55053, Assistant Controller Training, Lesson E-5-6, Computer Operational Equipment.

57072: (CBI) Military Operations: Formation Flights
AMA-530

The focus of this lesson is a thorough review of standard and non-standard formations as they relate to separation, special use frequencies, and break-ups. Information is provided on standard formation flights, non-standard formation flights, air combat command cell formation flights, special use frequencies, formation flight break-ups, and proper separation standards for all types of formations.

57073: (CBI) Military Operations: Special Operations
AMA-530

This CBI lesson focuses on terms and defines the goals and purposes of specific missions and flights, user requirements, controller responsibilities, and separation requirements as they relate to special operations within the military.

57074: (CBI) ARTS IIIA
AMA-530

This lesson provides students training in the purpose, features, and functions of the ARTS IIIA equipment. Specific training is provided in data entry devices, data blocks, display lists, ARTS data input, and error messages.

57075: (CBI) RDVS IIA TED Course
AMA-530

This computer-based instruction (CBI) course is designed to prepare terminal controllers to operate the touch entry device (TED) which is a component of LITTON-AMECON's rapid deployment voice switch IIA (RDVS IIA). The RDVS IIA is a communication system that provides air/ground and ground/ground communications.

57076: (CBI) RDVS IIA System Administrator Training
AMA-530

This computer-based instruction (CBI) course is designed to prepare terminal supervisors to edit system configuration by operating the configuration control terminal (CCT) which is a component of LITTON-AMECON's rapid deployment terminal voice switch IIA (RDVS IIA). The RDVS IIA is a communication system that provides air/ground and ground/ground communications.

57077: (CBI) RDVS IIA Supervisor Course
AMA-530

This computer-based instruction (CBI) course is designed to prepare terminal supervisors to operate the configuration control terminal (CCT) which is a component of LITTON-AMECON's rapid deployment voice switch IIA (RDVS IIA). The RDVS IIA is a communication system that provides air/ground and ground/ground communications. The CCT allows the supervisor to change the configuration of the RDVS IIA to meet the needs of the facility during specific situations.

57078 : (CBI) ARTS IIA
AMA-530

This course is part of a transition training package for controllers changing from ARTS IIA to ARTS IIA. It takes approximately 4 hours to complete. The course utilizes an ARTS IIA keyboard connected to the CBI platform. This gives the controller the opportunity to become familiar with the new keyboard layout and gives the controller practice making the new entries. The training covers the ARTS IIA keyboard similarities, differences, and unique features; data display areas; data blocks; and common ARTS IIA entries. An evaluation scenario must be completed with a score of 95% to receive credit for the course.

57079 : (CBI) Com posing HOST and DSR M essages (Stage 2)
AMA-530

This course describes message entry eligibility, three categories of messages, composition of FP, SP, SP, RS, DM, HM, FR, and AM messages. Composition of information request (AR, WR, SR, and FR) and miscellaneous messages (GI and SISO) are also covered. Emphasis is placed on making the information requires entries, amending flight plans, and using the route readout message. This lesson is equivalent to Course 55053, Assistant Controller Training, Lesson E-5-8, Computer Message Composition and Entry.

57080 : (CBI) DSR Com puter Field Form at (Stage 2)
AMA-530

This course explains the purpose of computer messages and each message component. Format letter coding and fields 01-11 are explained. There are practice exercises to familiarize you with the equipment and an end-of-lesson test. This lesson is equivalent to Course 55053, Assistant Controller Training, Lesson E-5-7, Computer Field Format.

57081 : (CBI) OJT I Refresher Training
AMA-530

This lesson serves as refresher training for OJT Instructors who have completed Course 55049, Fundamentals of ATC On-the-Job Training Instruction. However, supervisors or other training team members may benefit from this course.

57100 : (CBI) ATCS VSCS
AMA-530

This course provides a detailed overview of the Voice Switching and Control System (VSCS) from an ATCS perspective. Special emphasis is placed on the characteristics, positions, and subsystems involved in ground-to-ground and air-to-ground communications. This lesson includes questions and practice exercises that allow the ATCS to learn how to operate the VSCS system. This lesson is equivalent to Course 55053, Assistant Controller Training, lesson E-5-3 and E-5-4.

57101 : (CBI) SATCS VSCS
AMA-530

This course describes all the functional and operational characteristics of the VSCS supervisory workstation necessary for the Operation Supervisor to perform their duties. This lesson includes questions and practice exercises that allow the SATCS to learn how to operate and configure the VSCS system.

57110 : (CBI) GPS Air traffic Satellite Navigation
ATX-100

This course gives an overview of how the GPS system operates. It covers receiver types and equipment suffixes associated with GPS, RAIM, GPS anomalies, and GPS NOTAMS. It also explains GPS users in aviation and how navigation is affected by GPS. The course gives in-depth information about GPS approaches. The basic 'T' and terminal arrival areas are introduced and the changes on the GPS approach plates are explained. The course explains RAIM forecasting. Retrieving and interpreting both 24-hour and 3-hour is covered, as well as special messages displayed on the MI console.

57248 : (CBI) OASIS Computer-Based Specialist Training
AMA-530

This CBI course is an integral part of a computer-based/conventional training program designed to prepare flight service specialists to operate the operational and supportability implementation system (OASIS) through interaction with the weather information and navigational graphics system (WINGS) and weather information network display (WIND) application software. These two software programs are the specialist's interface to flight planning and weather information.

57202 : (CBI) Weather Graphics Interpretation
AMA-530

This CBI course is designed to prepare flight service specialists, ARTCC supervisors and traffic management unit specialists to correctly interpret graphical weather data obtained from the operational and supportability implementation system (OASIS) and the weather and radar processor (WARP). This includes graphical presentations of observed weather such as surface analysis, weather depiction, radar summary, constant pressure analysis, composite moisture and stability, and winds aloft and forecast information such as weather prognostic and severe weather outlook.

57203 : (CBI) Weather Satellite Data Interpretation
AMA-530

This CBI course is a computer-based replacement for conventional training course 55203 of the same name. It is designed to prepare flight service specialists to correctly interpret satellite data information both visible and infrared obtained from the operational and supportability implementation system (OASIS) and the weather and radar processor (WARP).

57301 : (CBI) Severe Weather
AMA-530

This training includes the following topics: information collection and dissemination; thunderstorms; thunderstorm life cycles; and hazardous phenomena and their effects. The objective of this training is to aid the facility training administrators in delivering information on weather to developmental and full-performance-level controllers.

57401 : (CBI) STARS ESL/EASL AT Operator's Training
ATX-100

This vendor-developed computer-based instruction course is designed to provide air traffic control specialists the knowledge and skills necessary to operate STARS while operating an emergency or existing automation service level (ESL/EASL). It includes a system overview and ESL/EASL air traffic control function set training. It is presented in 11 modules.

57402 : (CBI) STARS FSL AT Operator's Training
ATX-100

This vendor-developed computer-based instruction course is designed to provide air traffic control specialists the knowledge and skills necessary to operate STARS while operating in a full-service level (FSL). It includes a system

overview and FSL air traffic control function set training. It is presented in 16 modules.

57511: (CBI) Limited Aviation Weather Reporting Stations
AMA-514

This course is designed to prepare the student to take the national weather service LAWRS certification examination. Students receive an introduction to the MF10-1C form and in-depth instruction on the seven elements reported by LAWRS reporting stations. Upon completion of the instruction, the students will take the national weather service exam which requires a passing score of 80%. Students who fail to achieve a passing score may retake the test, after 14 days have passed.

Vendor Developed/Conducted Courses supported by AM A-500

59034: STARS ATCOACH Scenario Build ATX-100

This vendor developed traditional lecture and laboratory course is designed to provide air traffic control specialists the knowledge and skills necessary to load, run, and operate the ATCOACH simulator. It includes an ATCOACH system overview. The load function is called ATSETUP and the support function is called ATSUPPORT. The primary purpose of the course is to teach select air traffic personnel the scenario build functions.

Resident International Courses supported by AM A-500

50004 : Air Traffic Facility Administration and Management for IA's AMA-3

This course is designed for international students who are selected by their governments and sponsored by: (1) office of international aviation affairs; (2) agency for international development; (3) international civil aviation organization; or (4) the FAA by direct negotiation. Students should be in an air traffic control general staff or line position. The course consists of classroom, workshop, and problem-solving or case-study exercises. Subject areas include orientation and introduction, an overview of management fundamentals, and the air traffic service organization.

50035 : Area Radar Control Training - International AMA-3

Course is designed for the air traffic controller preparing to enter training in a radar area control center. Radar training subjects include ICAO procedures, principles of radar, radar tracking systems, radar separation, speed control, radar vectoring, radar flight information, and emergencies. Simulation exercises will be interspersed throughout the academic lessons to provide a gradual introduction to radar operations. Laboratory exercises will provide practice in a simulated ATC environment and will share techniques used in FAA facilities. Subject matter may be modified to meet unique customer needs by special agreement.

50036 : Radar Approach Control Training - International AMA-3

Course is designed for the air traffic controller preparing to enter training in a radar approach control facility. Radar training subjects include ICAO procedures, principles of radar, radar tracking systems, radar separation, speed control, radar vectoring, radar flight information, and emergencies. Simulation exercises will be interspersed throughout the academic lessons to provide a gradual introduction to radar operations. Laboratory exercises will provide practice in a simulated ATC environment and will share techniques used in FAA facilities. Subject matter may be modified to meet unique customer needs by special agreement.

50037: Aerodrome Control Training – International
AMA-3

This course is designed for international participants preparing to enter training in an aerodrome control tower. Training includes aerodrome layout and equipment, flight data, clearance delivery, ground control, and aerodrome control duties and responsibilities. Laboratory exercises provide practice in a simulated ATC environment using ICAO standards. Subject matter may be modified to meet unique customer needs by special agreement.

50038: Basic Air Traffic Control Training – International
AMA-3

Designed for international participants with no prior air traffic experience who are preparing to enter on-the-job training at ATC facilities. Training includes fundamentals of weather, aerodynamics, ICAO documents, ATC clearances, ATC equipment, and conventional control. Laboratory exercises provide practice in a simulated ATC environment using ICAO standards. Subject matter may be modified to meet unique customer needs by special agreement.

50039: Customized Air Traffic Training – International
AMA-3

Designed for international participants for initial qualification as an air traffic controller or preparing to enter a new phase of training in an air traffic control facility. Instruction will cover subject matter agreed to between the FAA academy and the sponsoring civil aviation authority. Tailored classes of differing lengths can be presented for all phases of ATC qualification training and refresher training. Duration and cost will vary depending on the subject matter to be covered, the amount of customization required, and any in-country assessments performed.

ADJUDICATIVE STANDARDS: ISSUES

Major issues or conduct which standing alone would be disqualifying under suitability, for any position may include conviction records within the past 9 years, particularly for issues 1, 2, 4, 5, 6, or 8. In addition, a pattern is defined as two or more related occurrences or a combination of two or more issues of any or all of the items listed below.

1. Issues related to use or possession of intoxicants:
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; and (6) health.
2. Issues related to illegal use/possession of controlled substances or marijuana:
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; (6) health; (7) manufacturing; (8) addiction; (9) importing/trafficking; and (10) cultivating for sale.
3. Issues related to financial responsibility:
Pattern of irresponsibility as reflected in (1) credit history; (2) disregard for debts; (3) abuse of fiduciary trust; and (4) continuing, major, valid liabilities.
4. Issues related to immoral conduct:
Pattern of misconduct as reflected in (1) conviction record; (2) medical treatment; (3) public knowledge; (4) child molestation; (5) sexual assault statutory rape; (6) incest; and (7) bestiality.
5. Issues related to honesty:
Pattern of dishonesty as reflected in (1) disregard for truth; (2) conviction records; (3) abuse of trust; (4) employment records; (5) blackmail; (6) counterfeiting; (7) extortion; (8) armed robbery; and (9) intentional false statement or deception or fraud in examination or appointment.
6. Issues related to disruptive or violent behavior:
Pattern of violence as reflected in (1) conviction record; (2) disregard for life or property; (3) civil actions; (4) employment record; (5) medical record; (6) aggravated assault; (7) assault with a deadly weapon; (8) assault with intent to commit rape; (9) kidnapping/abduction; (10) murder; (11) rape; (12) arson; (13) threat or assault upon a public official; (14) voluntary manslaughter; and (15) child abuse.
7. Issues related to termination or forced resignation:
Pattern of unemployability based on misconduct or delinquency as reflected in employment history.
8. Issues related to firearms/weapons:
Improper/illegal sale or transportation of firearm or explosive; manufacture of firearms or explosives.
9. Miscellaneous issues:
Hatch Act violation; (2) mutilation/destruction of public records; (3) engaging in riots or civil disorders; (4) striking against Government; and (5) desertion.

Performance Evaluation Plan

Air Traffic Instructional Support Services Contract

FY -01 through FY -05

DTFA -02-01-D -03699

Prepared by AMA-500 Staff

April 13, 2000

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Purpose

Introduction

This Performance Evaluation Plan will establish the Air Traffic Division AM A -500 plan for evaluating contractor performance in providing Instructional Support Services. The purpose of the plan is to outline the organization procedures and evaluation periods for implementing the award fee provisions for the ATIS contract.

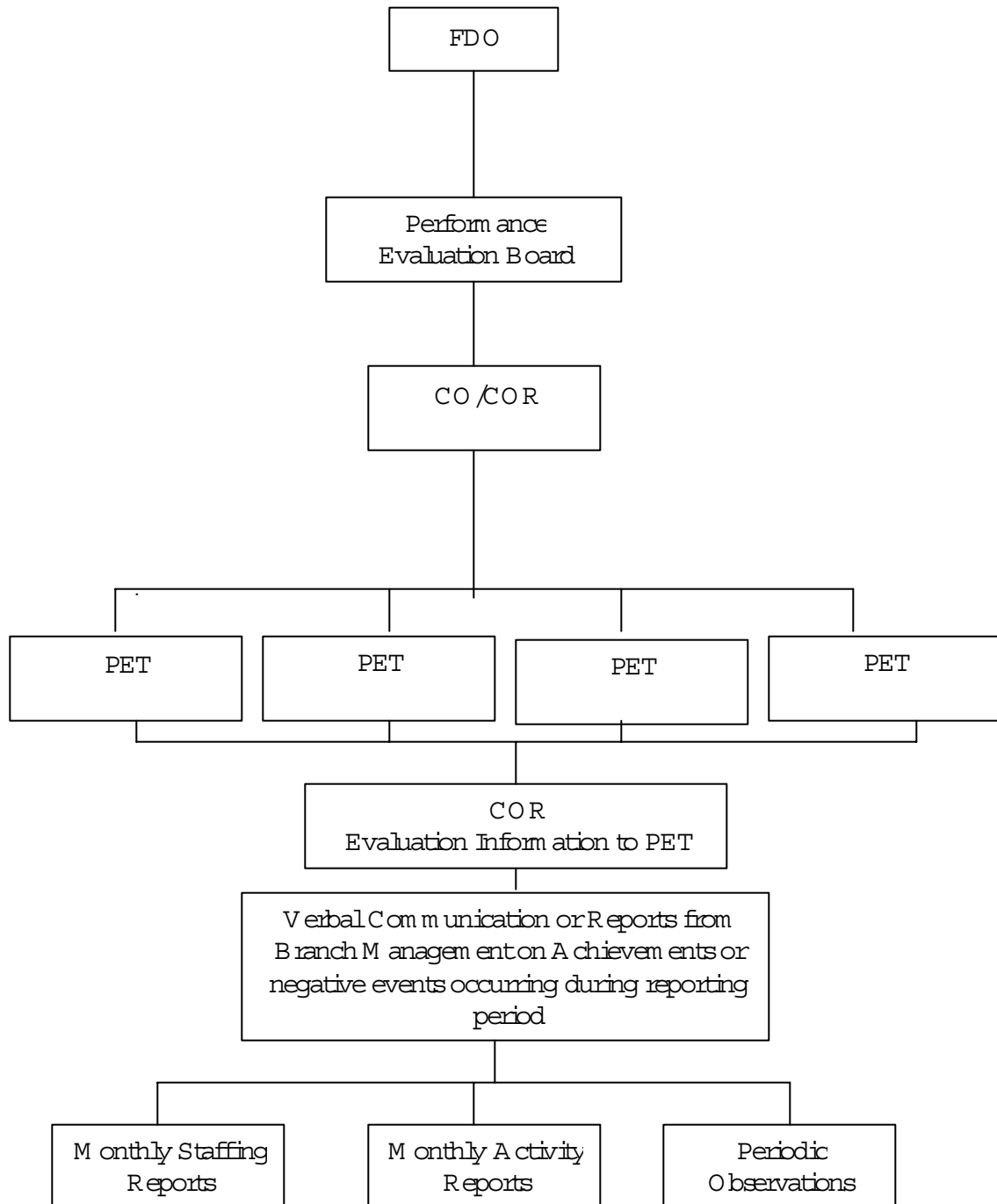
Definition of Terms and Responsibilities

- a. Fee Determining Official (FDO). The individual who will make the final determination of the amount of fee to be awarded to the contractor. The FDO for the ATIS contract is located at AM Q.
- b. Performance Evaluation Board (PEB). The group of individuals who review the contractor performance documentation or reports and recommend an award fee amount to the FDO. The Performance evaluation board members will be selected and appointed by the offices of AM Q.
- c. Performance Evaluation Team (PET). The group of no less than three cognizant AM A -500 personnel, Air Traffic Division, to include the current COR, responsible for evaluation performance of work and project management. AM A -500 reserves the right to include additional members of ATX -100 staff located in Oklahoma City, Oklahoma.

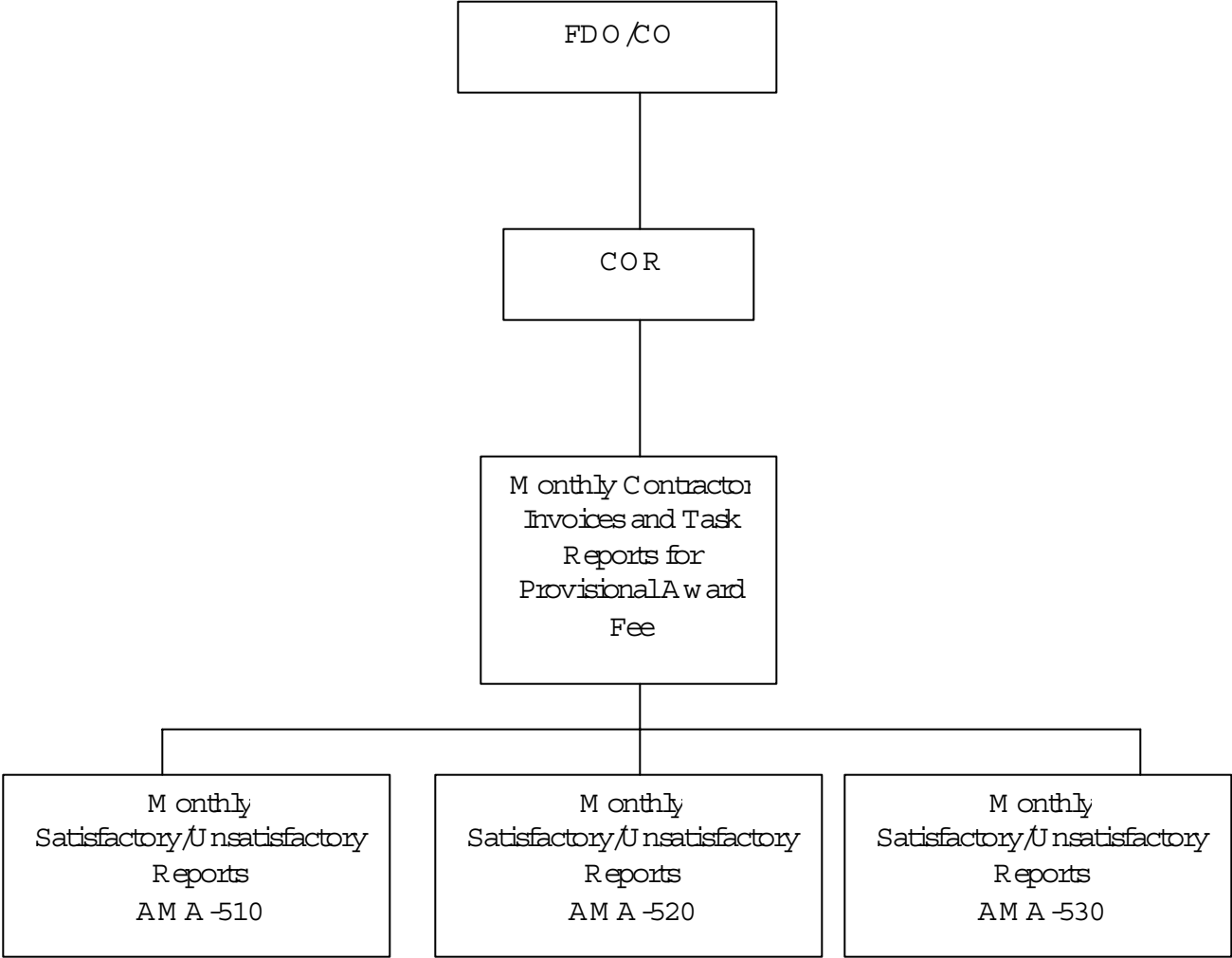
Organization and Procedures

- a. Organization. The attached organizational chart (page 4 of this document) depicts the evaluation process, responsible parties, and flow of information for determination of award fees.

PEP Annual Award Fee
Organizational
Chart



Monthly Review
for Provisional
Award Fees
Organizational
Chart



Procedures

- a. Each branch manager shall report verbally or in writing, monthly to the COR, information as to whether or not the contractor is performing at a satisfactory/unsatisfactory level by task. This information will be utilized to determine payment of monthly provisional award fees, beginning for services billed after the third month of each contract year. As well, each branch manager in AM A -500 shall regularly inform the COR verbally and/or in writing of contractor's positive achievements and/or negative events occurring during the contract year as events transpire.
- b. The COR shall monitor the contract through periodic observations. A summary of COR observations, verbal or written branch reports or other observations will be prepared by the COR. This summary will be forwarded to the CO and used in determining the provisional monthly award fees by task, as well as for evaluation purposes for the annual award fee.
- c. At the end of the third month of each contract year, one evaluation will be completed to determine the satisfactory/unsatisfactory level of each task performed. Each month thereafter for eight (8) months, an additional determination (satisfactory/unsatisfactory) will be made monthly by cognizant AM A -500 personnel for each task. For each month, after the first quarter of each year, contractor is performing at the satisfactory level in a given task, a provisional award fee will be granted. This provisional payment will be 6% of the total available award fee on that task, to be taken from the award fee pool. Each active task will be considered individually as to performance. This provisional award fee will be added to each invoice as it is paid to contractor. The first three months of each contract year, and last month of each contract year are excluded from this provisional award fee. Any provisional award fees given to contractor during the contract year will be deducted from the total annual award fee, if any, payable to the contractor as a result of the annual award fee evaluation and determination at the end of the contract year.
- d. For annual award fee evaluations, the COR shall schedule a meeting of the PET within ten working days after the end of the contract year being evaluated for annual award fee evaluation. This evaluation will be a full-scale evaluation of contractor performance. During that meeting, the contractor shall be permitted to present a briefing (not to exceed 20 minutes) consisting of his/her self-evaluation of contract performance. After the briefing, contractor will be excused. The COR will then present a briefing of the existing documentation available to the PET for evaluation. If they so desire, AM A -500 management or Branch Management will be allowed to present a briefing on their knowledge of contract performance, not to exceed 20 minutes in length. Time for discussion will be allowed at the end of each and every briefing, but the contractor shall not be allowed to remain in the meeting while any discussion of/or evaluation of contract information is discussed by the PET.
- e. The PET shall consider the information presented in the briefings described above, along with any other pertinent information or documentation available to them. Each member of the PET will be required to complete a Performance

Evaluation Summary Report (Appendix I) and an Overall Performance Rating (Appendix II) prior to adjournment of meeting.

- f. The COR will present the completed PET evaluation information to the CO. The CO and COR will be responsible for completing a cost evaluation and assembly of the final file to be presented to the Performance Evaluation Board (PEB). The PEB will make all final determinations and transmit recommendations to the FDO.
- g. The CO shall assure that the Award Fee Decision is immediately processed for payment to the contractor and send through email, or have the COR send through email, official notice prepared for contractor showing factors in evaluation and official award amount.
- h. If required, due to negative factors or concerns by either AM A -500 or the contractor, a request for a progress meeting can be made by either party, through the COR, prior to the end of the next annual evaluation period.
- i. All official records will be maintained by the CO and/or COR.

Evaluation Factors

The contractor performance will be evaluation in compliance with the tasks in the Statement of Work. The criteria for evaluation will include:

- 1. Performance of Work
 - a. Results of contractor monthly activity reports
 - b. Results of written/verbal communication from AM A -500 branch management staff
 - c. Results of input received by COR during routine observations or routine input to COR from various supervisor's during routine observations or inspections
- 2. Project Management
 - a. Results of contractor monthly staffing reports showing timeliness in filling of all vacancies
 - b. Results of contractor responsiveness to COR routine observations or routine input from COR on contract performance issues
 - c. Results of written/verbal communication from AM A -500 branch management staff
 - d. Results of contractor monthly activity reports
- 3. Business Management/Cost Control (completed by CO /COR)
 - a. Results of contractor monthly activity reports
 - b. Results of written/verbal communication from AM A -500 branch management staff
 - c. Results of contractor responsiveness to COR routine observations

Evaluation Criteria Definitions

The Contractor performance will be evaluated from an operations standpoint with emphasis on performance of work, project management, business management, and cost control. Achievement will be measured by the Contractor's ability to accomplish tasks and duties assigned to contract, operations, support and use of resources in accordance with Statement of Work. Weights will be assigned to each factor for a total of 100 points.

Performance of Work (70%): To determine that services performed are completed in a timely manner, with proper tolerances and adjustments or actions as necessary in accordance with possible changing requirements of AM A -500 . To determine that work performed by contractors is presented to AM A -500 at the quality level necessary for use by AM A -500 . To determine that contract employees are utilizing equipment furnished by AM A -500 in accordance with all security and FAA rules and regulations.

Project Management (20%): To determine that contractor meets needs and requirements on a timely basis. No vacancies in employee requirements should be more than 30 days after contractor was notified of staffing need. To determine that contract management is responsive to the needs and changing environment of AM A -500 . To determine that contract management is responsive to concerns, written or verbal, concerning contract staff or performance issues.

Business Management (10%): To determine that contractor has used resources available to them in the most efficient manner and in accordance with AM A -500 requirements, security and FAA requirements. To determine that contractor is completing reports, projects and tasks in a timely manner and in accordance with requirements, tasks, and Statement of Work.

Cost Control (no assigned percent): The contractor control of cost will be evaluated. Rating in this area will not be assigned relative importance with weights as in other areas, but will cause an adjustment of +5 or -5 points in Business Operations if there is shown to be an actual, provable oversight by the contractor in this area.

Evaluation Criteria

CRITERIA I: PERFORMANCE OF WORK

- A . Timeliness/Responsiveness
- B . Quality of work produced
- C . Manpower Utilization
- D . Materials Utilization

CRITERIA II: PROJECT MANAGEMENT

- A . Management Performance
- B . Staffing
- C . Subcontractor utilization and management

CRITERIA III: BUSINESS MANAGEMENT/COST CONTROL

- A . Business Operations
 - 1 . Overall Management
 - 2 . Property Control
 - 3 . Reports and Procedures
 - 4 . Contract Compliance
 - 5 . Security
- B . Personnel
 - 1 . Personnel Administration
 - 2 . Labor Relations
 - 3 . Equal Employment Opportunity
- C . Procurement
 - 1 . Purchasing and Subcontracting

CRITERIA IV : COST CONTROL

The contractor control of cost will be evaluated by the CO and COR . Rating in this area will not be assigned relative importance weights as in the other areas, but will cause an adjustment of -3 points in Business Operations if there is shown to be an actual, provable oversight in this area by the contractor.

Rating Table

Adjective Performance Grade	Description	Range of Performance Points
Superior	The contractor performance exceeds standard by a substantial margin. The board can cite few areas of improvement, all of which are minor.	96-100
Excellent	The contractor performance exceeds standard. Although there may be several areas for improvement, these are more than offset by better performance in other areas.	86-95
Good	The contractor performance is standard. Areas for improvement are approximately offset by better performance in other areas.	76-85
Fair	The contractor performance is standard. Areas for improvement are approximately offset by better performance in other areas.	66-75
Poor	The contractor performance is less than standard by a substantial margin. The board member can cite many areas for improvement, which are not offset by better performance in other areas. Less satisfactory performance would be unacceptable.	60-65
Unsatisfactory	The contractor performance is below minimum acceptable standards. Results are inadequate and require prompt remedial action. Significant deficiencies are found.	Below 60

Note: Any factor receiving a grade of unsatisfactory will be assigned zero performance points for purposes of calculating the award fee amount.

PET Team Member
Annual Performance Evaluation Summary Report
ATIS Contract DTFA -02-52-R -03994

Team Member Name: _____

Reporting Period _____

FY _____

Criteria	Performance Points Assigned	Remarks
<u>Criteria I</u>		
A . Timeliness/Responsiveness	_____ points	
B . Quality of Work	_____ points	
C . Manpower Utilization	_____ points	
D . Material Utilization	_____ points	
<u>Criteria II</u>		
A . Management Performance	_____ points	
B . Staffing	_____ points	
C . Subcontractor Utilization and Management	_____ points	

*Any additional comments or remarks of Board Member:

Annual Award Fee Conversion Chart

This chart is for use in converting weighted performance points into percentage of available award fee pool.

	W eighted Perform ance Points	Percentage O f A vailable Award Fee
Superior	100	100.0 percent
	99	100.0 percent
	98	100.0 percent
	97	100.0 percent
	96	100.0 percent
Excellent	95	97.5
	94	95.0
	93	92.5
	92	90.0
	91	87.5
	90	85.0
	89	82.5
	88	80.0
	87	77.5
Good	86	75.0
	85	72.5
	84	70.0
	83	67.5
	82	65.0
	81	62.5
	80	50.0
	79	57.5
	78	55.0
Fair	77	52.5
	76	50.0
	75	47.5
	74	45.0
	73	42.5
	72	40.0
	71	37.5
	70	35.0
	69	32.5
Poor	68	30.0
	67	27.5
	66	25.0
	65	22.5
	64	20.0
Un satisfactory	63	17.5
	62	15.0
	61	12.5
	60	10.0
	Below 60	0.0

PET Compilation of Team Summary Reports

Reporting Period _____

FY _____

Criteria	Average Percent Criteria Breakdown	Performance Points Assigned By Board	Award Fee Conversion For Each Criteria	Remarks
<u>Criteria I Total 70%</u>				
A. Timeliness/ Responsiveness	40%	_____ points	Total Award Fee Percent Based on Conversion Table	*Of 70% Award Fee based on Criteria I Contractor receives ____% of award amount.
B. Quality of Work	40%	_____ points		\$_____ available
C. Manpower Utilization	10%	_____ points		\$_____ to Contractor for reporting period
D. Material Utilization	10%	_____ points		
<u>Criteria II Total 20%</u>				
A. Management Performance	15%	_____ points	Total Award Fee Percent Based on Conversion Table	*Of 20% Award Fee based on Criteria II Contractor receives ____% of award amount.
B. Staffing	50%	_____ points		\$_____ available
C. Subcontractor Utilization and Management	35%	_____ points		\$_____ to Contractor for reporting period

Summary/Comments: _____

Provisional Award Fee Determination
For Air Traffic Instructional Support Tasks

February 10, 2001

Contractor: Name of Contractor
Contract: D TFA -02-52-R -0003994
Month of Provisional Evaluation: January 2001

The determination to pay provisional award fees for the billing month listed above, allows the following provisional payments:

<u>Task applicable</u>	<u>Performance Determination</u>	<u>7 % Provisional Award if</u>
Task 1	Satisfactory/Unsatisfactory	Provisional Award _____
Task 2	Satisfactory/Unsatisfactory	Provisional Award _____
Task 3	Satisfactory/Unsatisfactory	Provisional Award _____
Task 10	Satisfactory/Unsatisfactory	Provisional Award _____
Task 11	Satisfactory/Unsatisfactory	Provisional Award _____
Task 12	Satisfactory/Unsatisfactory	Provisional Award _____
Task 13	InActive	
Task 14	Satisfactory/Unsatisfactory	Provisional Award _____
Task 15	InActive	
Task 20	Satisfactory/Unsatisfactory	Provisional Award _____
Task 21	InActive	
Task 22	InActive	
Task 30	InActive	

The total recommended provisional award fee payment for the above billing period is \$_____. This provisional award fee will be applied to the total annual award fee, if any, to be determined and paid at the close of contract year.

Determination

Based on the informal evaluations of the users of the respective contract services, I hereby authorize the payment of the above provisional award fees to be made on the above Task Orders invoices for services delivered.

Contractor Officers Representative, AM A -500

Date

(Sample Letter)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MICHAEL MONROE AERONAUTICAL CENTER

Award Fee Determination and Findings

Findings

Contract D TFA -02-52-R-0003994 with _____ name of contractor is a cost-plus-award-fee (CPAF) type contract for Instructional Support Services for the Air Traffic Division, AM A -500. The contract established the maximum award fee for each evaluation period. For evaluation period _____ (quarter/FY) maximum award fee of _____ (total \$ available) was available to contractor.

Evaluation of the contract performance for the period from _____ (beginning date) to _____ (ending date) has been completed and forwarded to the Performance Evaluation Board for review. Using the CPAF guide established, the Evaluators have recommended a grade of _____ (state grade obtained) and an award fee in the amount of _____ (enter recommended amount) is being recommended by the PEB.

Chairperson, Performance Evaluation Board

Date

Determination

Based on the findings, I hereby determine the contractor is entitled to an award fee in the amount of \$ _____ for the stated period.

CO

Date